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INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES  
FEDERACIÓN INTERNACIONAL DE SOCIEDADES DE LA CRUZ ROJA Y DE LA MEDIA LUNA ROJA  
الاتحاد الدولي لجمعيات الصليب الاحمر والهلال الاحمر

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## FINAL REPORT

USAID Grant N° ENI-G-00-97-00010-00



# SUPPORT OF IDP SHELTER REHABILITATION (AND SOCIAL MOBILISATION FOR IMMUNISATION CAMPAIGNS) IN GEORGIA

Geneva, October 1998

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TABLE OF CONTENTS

- 1 Final Narrative Report
- 2 Report on the Scope of Works
- 3 Final Financial Report  
3 1 Requests for Budget Amendment
- 4 Implementation Procedure Report (sample)
- 5 Typical Site Agreement on Emergency Repair Works
- 6 Typical Purchase Agreement and Order
- 7 Illustrations
- 8 USAID Grant No ENI-G-00-97-00010-00

1 FINAL NARRATIVE REPORT

# SUPPORT OF IDP SHELTER REHABILITATION IN GEORGIA

## FINAL REPORT

September, 1998

*Name of Organisation* United States Agency for International Development  
*Through* International Federation of Red Cross and Red Crescent Societies  
*Country of Operation* Georgia  
*Title of Operation* Support of IDP Shelter Rehabilitation (and Social Mobilisation for Immunisation Campaigns) in Georgia  
*Starting/Finishing dates of contract* 17 07 97 - 31 07 98  
*Total Budget* 370,000 USD (Includes budget for Social Mobilisation for Immunisation Campaigns)  
*Grant No* ENI-G-00-97-00010-00

### 1 General description

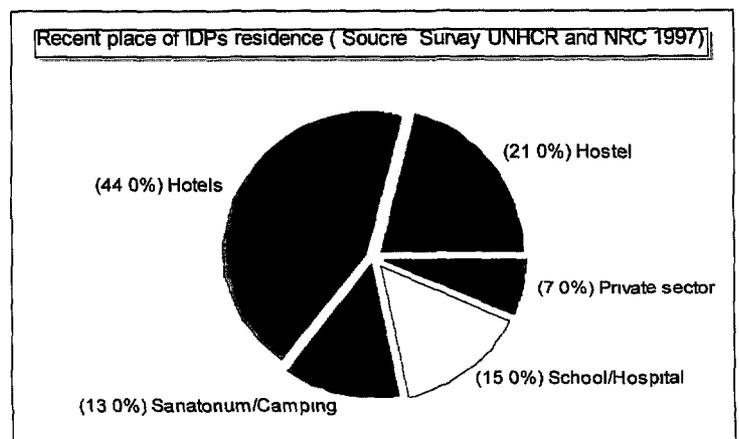
#### a Place/region/and beneficiary groups

##### 1) *Rehabilitation of Collective Centres*

The programme targeted eighteen IDPs collective centres, of which eleven were funded with USAID grant one located in Khoni (Imereti region), two in Tskhaltubo (Imereti region) and eight in Senaki town and district (Samegrelo region)

The original project proposal for 490,000 USD sought to improve the shelter and basic living conditions of approximately 4,700 Internally Displaced Persons living in five Collective Centres who had been forced by civil war in Georgia to relocate from districts in Abkhazia to Samegrelo and Imereti Regions of Western Georgia, specifically Senaki, Khoni, Poti, Samtredia and Tskhaltubo and who have been living in cramped, unhygienic collective centres for up to five years. The majority of the IDPs housed in these collective centres are originally from areas to the north of Gali region, i.e. Sukhumi, Ochamchira and Gagra.

There was continuing decay of the infrastructure of these centres, and no immediate prospect of even or partial return of IDPs to Abkhazia. The recent influx of ethnic Georgians from Gali region of Abkhazia in May 1998 (over 30,000 IDPs) forced by armed conflict and the lack of essential progress on negotiations between conflict parties mediated by UN and OSCE have further indicated the unlikelihood of organised return of IDPs to their homes in the nearest future.



From recent assessments carried out by other agencies, IDPs living in collective centres have in

majority been found to be among the most vulnerable of the IDP community. According to the survey carried out by Norwegian Refugee Council and UNHCR in mid-1997 (published November 1997) about 85 % of all IDP from Abkhazia are accommodated at collective centres and 15% live in private homes with host families. Comparing with figures from a similar survey conducted in 1995 there is a sharp trend of IDPs movement from private accommodation to collective centres. The data shows furthermore that the IDPS collective accommodation is divided as follows: 44% living in hotels, 21% in hostels, 13% in Sanatoriums and Camping, 7% in Schools and hospitals.

By carrying out the emergency rehabilitation, IDP families have been assured basic human living conditions, particularly washing and toilet facilities. Some upgrading of the electrical systems and general building repairs have also been done. Without this work being carried out, it can safely be assumed that diseases which were already prevalent in the collective centres would increase. The population in these centres, particularly the elderly and sick would also continue to suffer during the extremely bitter winters without basic protection against the elements.

Against a backdrop of severe economic and social dislocations, the plight of the Internally Displaced in Georgia remains extremely difficult.

#### b Objectives of operation targeted for assistance

##### *1) Rehabilitation of Collective Centres*

In 1997-98 the Federation in Georgia rehabilitated 18 collective centres accommodating around 6,200 IDPs. Implementation of this work was funded by USAID and the Swedish and Norwegian Governments through the respective Red Cross Societies. 360,000 USD was allocated by United States Agency for International Development in July 1997. Five collective centres were initially targeted for assistance, but because of savings in the mode of operation, eleven centres were eventually rehabilitated. In order to tackle the main problems facing the IDPs more cost effectively, concentration on larger facilities that accommodate significant number of displaced was decided (see chart 2). However, at the same time most vulnerable IDPs in some small centres were not ignored.

Only one centre, Khoni military base, employed a tendering system to select contractors to carry out emergency repair of the roofs. The remainder were repaired using direct labour. A large portion of work was devoted to the repair of roofs, which had suffered from a lack of maintenance and were exposed to a lot of abuse by residents fixing television antennas and stealing materials from roofs, and by the very fact of walking on roofs. One centre, Railway Internat, had the roof blown off in a wind storm three years earlier.

The following is a list of the centres finally rehabilitated:

- 1) Military base, Khoni
- 2) Kolkheti Sanatorium, Menji
- 3) Children's Sanatorium, Menji
- 4) Railroad Hospital, Menji
- 5) Secondary School Internat N°3, Senaki
- 6) Railroad Internat, Senaki
- 7) Politecnicum N°66, Senaki
- 8) Satkeo Hostel, Senaki
- 9) Cottages, Menji
- 10) Samgurali Sanatorium, Tskhaltubo
- 11) Sakhartvelo Sanatorium, Tskhaltubo

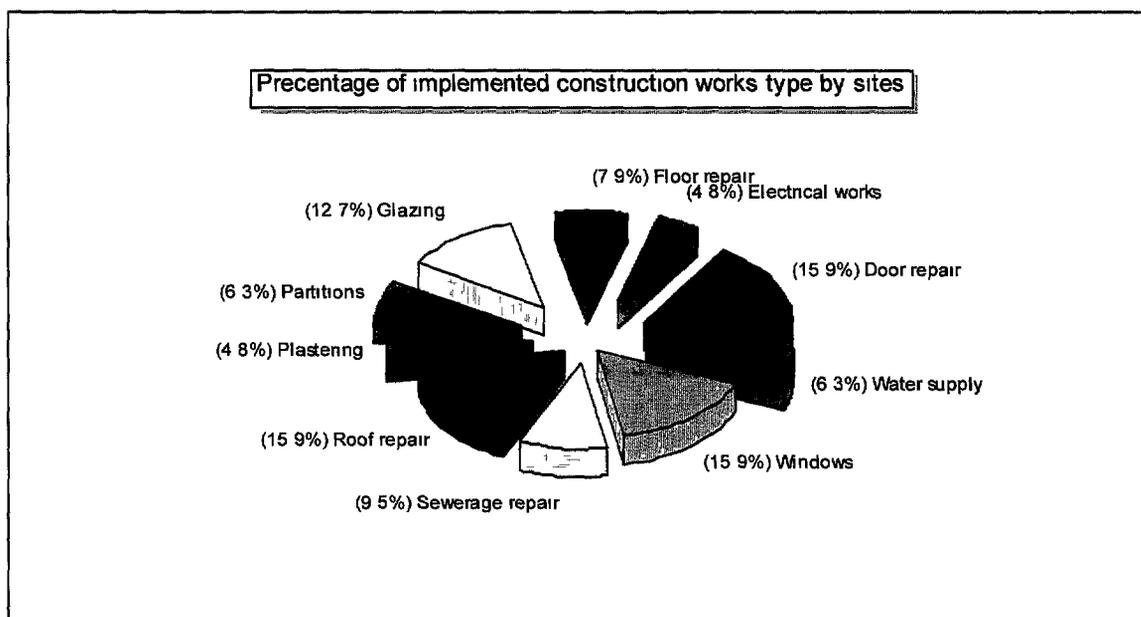
c Identification of beneficiaries

i) *Rehabilitation of Collective Centres*

The IDPs from Abkhazia are some of the most vulnerable members of Georgian society. Their living conditions are extremely poor. This is especially so in the case of IDPs who occupy collective centres in Western Georgia. The programme centred on finding those shelters with the poorest living conditions in the region. The eleven collective centres selected had extremely poor water supply, sanitation conditions (toilets, communal washing) and no proper protection of the internal living areas from the elements, with damage to roofs, windows, doors and floor coverings. There was also a problem of public safety on the sites, with cases of exposed electrical installations, or open staircases for example, which threatened the safety of children.

d Phases of implementation of project

i) *Rehabilitation of Collective Centres*



The Federation detailed the scope of works for the eleven collective centres. The selection of the first 'tranche' of collective centres to be rehabilitated by the Federation was made on the basis of which most needed winterisation repairs and those where there was the possibility to carry out repair works which could not be done in the harsher winter conditions that occur later in the season.

For the Khoni military base, the biggest site in the programme (over 1,700 inhabitants), the Federation gathered tenders which were opened on 12 November 1997. This was followed by an evaluation and analysis before the selection of a contractor was made. Work commenced on December 1, 1997. Site visits were made regularly, even during the winter months, which this year was relatively mild and work never came to a stop completely. All seventeen residential buildings had some degree of repair to the roofs. The roof of a communal centre for the distribution of food and some communal activities was also repaired since it was in continual use and leaking very badly. Supervision of this object was shared with a representative of the Ministry of Refugees and Accommodation.

For sites located in Senaki (Railroad Internat, Sanatorium Kolkheti "Menji", Politecnium N°66, Children's sanatorium and Railway hospital) the Federation selected local engineers with Federation

had blown away in a storm several years previously and the building was rapidly degenerating, most of the windows had gone and water was leaking through three floors, not only vertically but also horizontally, and most residents were affected to some degree. Even with the repair, drying out will take a long time. Senaki is subject to very strong winds from the coast as it is situated at the end of a funnel between two mountain ranges, all buildings in Senaki had roof repairs.

Repair works were detailed by the engineer in consultation with the Construction Delegate and the commandant or Refugee Committee representative in the building. A budget was drawn up and approved and the engineer recruited workers. He was allocated a small pick-up truck and driver and he identified materials and workshops for the work. He then supervised the construction process with regular visits from the Construction Delegate to monitor progress and quality and give advice.

Agreements were signed by the Federation, Refugee Committee, Ministry of Refugees and Accommodation and the Owner or Director of the building (see example in Annex).

## **2 Methods of Implementation**

### *Rehabilitation of Collective Centres*

The programme of rehabilitation was implemented by using one of two methods. For Khoni military base, the Federation used a contractor for the roof repairs after competitive bidding (see Annex). The size and location of the project made this method the most expedient. Khoni is remote from all the other centres. For other sites, the Federation employed engineers and workers who made all repairs. One of the engineers was an IDP. A number of workers from the IDP communities in each collective centre were employed to carry out some of the work. First of all a budget was prepared from an assessment made by the engineer who was supervised by the Construction Delegate. Purchasing was then done and the engineer hired workers, a vehicle and driver, and did the repair work. Discussions were held with the commandant and the IDPs during assessment to see the needs and do the work which would be of most value to the residents of the collective centre. Great attention was paid to sealing the building from the elements.

In Kolkheti Sanatorium, Menji, the wind blowing down the corridors had caused considerable damage to door frames and fixings because of the continual banging of doors. New doors and screens were erected at both ends of each corridor. This effectively stopped the wind blowing and the doors banging shut, but it also immediately warmed up the building. All rooms occupied by IDPs now have good doors and windows which are glazed, instead of the makeshift frames the IDPs had installed which were draughty and let little light into the room.

Kolkheti had been a fully operational nine-storey Sanatorium when the IDPs occupied it in 1993. When the Federation visited, almost nothing was left of value, for example nearly all the aluminium doors and windows had disappeared. The roof was repaired, it was damaged because of lack of maintenance and poor construction, people had access to erect television antennas, and the lift machinery had been stolen and the heavy equipment rolled out onto the roof, thereby making holes in the roof covering. The water supply was improved and a pump installed to take water to the roof. Until the Federation arrived residents walked downstairs and 50 metres to a water pipe to take water in buckets which were then transported upstairs again. If it was raining, they collected water from a leaking rainwater pipe on the fire escape. This water also caused damage by finding its way into the building. Toilets and washbasins were provided at the end of each floor as a communal facility, and down pipes were repaired and the main sewer unblocked. When the Federation arrived the first floor was awash with sewage and was unusable. This, however, is a perennial problem, as the more water available the fewer the blockages in pipes. Our work would be dramatically reduced if there was sufficient water.

The rooms in this building were designed as bedrooms for only two persons. But several people occupy many of the rooms and have done for five years. Some residents have acquired extra rooms and turned them into living rooms. Federation did not get involved in allocation or re-allocation of rooms, this was a responsibility of the Refugee Committee. Some safety aspects were addressed at Kolkheti, electricity security was improved and window openings on the staircase were provided with security bars.

Many of the men who lived in the building took part in the rehabilitation, earning a salary for the time they were employed, others opted to repair their rooms at no cost when Federation supplied materials. Not all workers were artisans, and some of the work is below standard, but Federation felt that it was important that residents get involved in the rehabilitation. This should ensure that what has been done will not disappear. Certainly this has been the experience of the Construction Delegate who has been in the region for several years.

The work and experience at Kolkheti has been reflected in all the buildings where Federation has worked and IDPs assisted. Water and sanitation has been the priority closely followed by the roof and rainwater pipes in order to preserve the building, repairs to IDPs rooms, then electricity if available and communal services and safety.

#### a Monitoring and Evaluation

##### *1) Rehabilitation of Collective Centres*

Monitoring was carried out on a regular basis to check that works were on schedule, according to requirements, and using materials of acceptable quality. Contractors and engineers were continuously supervised so that changes or details could be immediately implemented. A representative of the Ministry of Refugees and Accommodation took a very close interest in the work including signing an agreement with the Federation and making regular visits. He was also on hand for the handing over of the building to check that all was done as planned.

### **3 Coordination**

##### *1) Rehabilitation of Collective Centres*

Coordination with other NGOs and the Ministry of Refugees and Accommodation was carried out in the earlier planning stages of the programme. A draft agreement was submitted by the Ministry of Refugees and Accommodation that sought an individual agreement for the repair of each site. The agreement was signed by the Federation, the Ministry, the owner of the communal centre or his representative, and a representative of the IDPs living in the selected building. The Federation requires that

- a) the owner or director of each building agree that IDPs will stay in the building until the Georgian government is able to repatriate the IDPs to Abkhazia or provide alternative accommodation, or the IDPs themselves return to their homes,
- b) the IDPs located in buildings are responsible for preservation or maintenance of their repaired facilities, equipment, materials and installation,
- c) the local refugee committee will provide further maintenance of establishments after the work of the Federation has been completed.

In accordance with a request from the Ministry of Refugees and Accommodation the Ministry will accept responsibility for dealing with any claims arising from the works carried out within this agreement, as long as they are in accordance with the scope of work outlined within the agreement. The hand-over to the Owner will only take place after the contractors involved in the repair works

have handed-over the buildings to the Federation. The Ministry may use the 'scope of work' drawn up by the Delegation at the time of contract, as a criteria that can be used to check the standard of work at the time of hand-over by the Federation.

#### **4 Visibility and Awareness**

##### *1) Rehabilitation of Collective Centres*

A small permanent placard indicating the nature of the project, the donor and implementing agency will be delivered to all collective centres for erecting just inside the entrance to each site. Photographs and video footage have been taken on a regular basis to show the changes and the situation which existed before renovation.

## 2 REPORT ON SCOPE OF WORKS

## Emergency Repair of IDPs Collective Centers in Western Georgia

Subject List of Collective Centers with specifications CHF / Lari Rat 1 15  
 Implementation time 1 Oct 97 31 July 98  
 Project code GE 523  
 Donor code DGUS  
 Updated 10/08/98

#	Code	Name of collective centers	Location	Total in Lari	Total CHF	N of IDPs	Cost per IDP	Start date	Finish date	Type of work implemented									
										D	E	FL	GL	P	PL	RF	SW	W	WS
1	S10	Railroad Internat Senaki	Urdiswi st 26	21 043	24 199	162	149	Jan 98	Apr 98	X			X	X	X			X	
2	S16	Satkeo Hostel Senaki	Tsmindanino st 8	7 070	8 131	29	280	Mar 98	Jun 98	X			X			X		X	
3	S12	Politecnikum N66 Senaki	Chavchavadze st 23	8 345	9 597	103	93	Mar 98	May 98	X	X	X	X	X		X	X	X	X
4	S51	Cottages in Menji	Senaki	6 191	7 120	18	396	Apr 98	Jun 98	X		X	X	X				X	
5	S22	Sanatorium Samgutali	Tskaltubo	16 230	18 665	639	29	Jan 98	Jul 98							X			
6	S23	Sanatorium Sakharvelo	Tskaltubo	17,103	19,668	684	29	Jan 98	Jul 98							X			
7	S4	Railroad Hospital, Menji	Senaki	15,077	17,338	176	99	Apr 98	Jun 98	X			X			X	X	X	
8	S3	Children Sanatorium Menji	Senaki	29 227	33 611	120	280	Mar 98	Jun 98	X	X	X	X		X	X	X	X	
9	S2	Kolkheti Sanatorium Menji	Senaki	83,150	95,623	655	146	Feb 98	Jun 98	X	X	X	X		X	X	X	X	X
10	S1	Military town, Khoni	Imereti region	121,063	139,222	1,703	82	Nov 97	May 98							X		X	X
11	S7	Secondary school N3, Senaki	Rustaveli st 113	37 502	43 127	530	81	May 98	Jun 98	X		X	X	X		X	X	X	
<b>Total</b>					<b>416 301</b>	<b>4 819</b>	<b>86</b>												

**Description**

D Doors repair and install  
 E Electrical works  
 FL Floor repair and install  
 GL Glazing  
 P Partition Installation  
 PL Plastering  
 RF Roof repair  
 SW Sewerage system repair  
 W Windows repair and install  
 WS Water supply system repair

## SENAKI

One hour drive (60 km) from Kutaisi or five hours drive (290 km) from Tbilisi in Samegrelo Region, West Georgia, on the direction of the Black Sea

Relief and Climate	Lying at an approximate altitude of 30 - 50 metres above sea level on the Rioni plain and having a warm, humid subtropical climate, with over 1,500 mm rain annually and average temperatures
Population	58,200 inhabitants
Major Town	Zugdidi in the north with 77 200 inhabitants and Kutaisi in the east with 241,000 inhabitants
Economic Activities	Mainly agriculture and light industry

### 1 1 RAILROAD INTERNAT

Location	Senaki Town, Urdis St 26
Infrastructure	Road access city electricity supply,
Number of residents	162
Living area/person	~7 sq m

### 1 2 DESCRIPTION OF BUILDING

Total N° of buildings	Two (2)
Superstructure	1st building, three (3) floors, 2nd building four (4) floors, brick & concrete elements
Foundation	Solid, no cracks in structure
Roofing	Galvanised steel sheets, essential wood roof structure and tin missing, covering more 50%
Ceiling	Concrete damaged by ingress of rainwater
Floor	Concrete
Water supply	Mains water supply outside water tap, very poor
Waste water drainage	Subsoil
Rainwater drainage	Open water channel
Sanitation points	External four and two pit-latrines
Wood products	Windows partly missing, doors damaged
Electricity	Installation in poor condition, functioning
Washing facilities	External tap

### 1 3 SCOPE OF WORK

#### BUILDING 1

External works	Repair roof covering with tin sheets Repair apron gutter and rainwater down pipes Repair external toilets (repair of hole in septic tank)
Internal works	Plastering damaged parts of walls in living rooms Repair / Supply and fix wood windows with glazing Repair / Supply and fix wood doors Division of multi-family rooms with wood partitions

#### BUILDING 2

External works	Supply and fix roofing support wood beams rafters and fasten planks Covering roof with tin sheets Supply and fix apron gutter and rainwater down pipes
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Internal works	Install 2-pit latrine Plastering of damaged parts of walls in living rooms Repair / Supply and fix wood windows with glazing Repair / Supply and fix wood doors Division of multi-family rooms with wood partitions
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**General comments and conclusions**

The repair of this building gave some capacity to move additional families into more spacious rooms  
When the building dries out completely, it is expected that more will move especially after the recent influx of IDPs from Gali

**2 1 SATKEO HOSTEL**

Location	Senaki town, Tsmindanino St 8
Infrastructure	Road access city electricity supply,
Number of residents	29
Living area/person	~5 sq m

**2 2 DESCRIPTION OF BUILDING**

Total N° of buildings	One (1)
Superstructure	Three (3) floors, brick and concrete elements
Foundation	Solid, no cracks in structure
Roofing	Asbestos roof sheets small damage to gutters and some sheets
Ceiling	Concrete,
Floor	Parquet

Water supply	Mains water supply outside water tap
Waste water drainage	Municipal sewerage
Rainwater drainage	Open water channel
Sanitation points	Internal toilets
Wood products	Windows partly missing, doors need repair
Electricity	Installation in poor conditions, functioning
Washing facilities	External tap

**2 3 SCOPE OF WORK**

External works	Replace damaged asbestos sheets and repair rainwater down pipes
Internal works	Glazing windows Repair window frames and doors Repair toilets

**General comments and conclusions**

A very poor building with damaged roof repairs prevented further deterioration to fabric

**3 1 POLITECNICUM N° 66**

Location	Senaki town Chavchavadze St 23
Infrastructure	Road access, city electricity supply,
Number of residents	103
Living area/person	~6 sq m

**3 2 DESCRIPTION OF BUILDING**

Total N° of buildings	One (1)
Superstructure	Five (5) floors brick and concrete elements

Foundation	Solid, no cracks on structure
Roofing	Asbestos sheets roof, small damage of gutters and some sheets
Ceiling Concrete, Floor	Parquet,
Water supply	Bore hole with hand pump,
Waste water drainage	Municipal sewerage
Rainwater drainage	Open water channel
Sanitation points	Internal toilet
Wood products	Windows and doors need essential repair, partly replacement
Electricity	Installation in poor conditions,
Washing facilities	External

### 3 3 SCOPE OF WORK

External works	Replace damaged asbestos sheets and repair rainwater down pipes gutter
Internal works	Glazing windows Provide electricity distribution cable in corridors with connection to each room Repair window frames and doors Replace wood floor Repair toilets and install new pipes Plastering walls Repair sewerage line Repair internal electrical network

#### General comments and conclusion

War damaged roof and susceptible to wind damage repairs enable the college to continue operations, a fair amount of community spirit under the motivation of the Director

### 4 1 COTTAGES IN MENJI

Location	Senaki town Menji District in direction of sanatorium Kolkheti
Infrastructure	Road access bad city electricity supply,
Number of residents	18
Living area/person	~9 sq m

### 4 2 DESCRIPTION OF BUILDING

Total N° of buildings	Two (2)
Superstructure	Two (2) floors concrete elements
Foundation	Solid, no cracks in structure
Roofing	Steel sheets small damage to parapet and some sheets
Ceiling	Concrete,
Floor	Concrete
Water supply	Well
Waste water drainage	Subsoil
Rainwater drainage	Open water channel
Sanitation points	Pit latrine
Wood products	Windows and doors need repair, part replacement
Electricity	Installation in poor condition,
Washing facilities	External

### 4 3 SCOPE OF WORK

External works	Repair tin roof
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Cleaning and repair sewerage system

Internal works            Glazing windows  
                                Repair window frames and doors  
                                Replace wood floor  
                                Plastering walls  
                                Install wood partitions  
                                Repair internal electrical network

**General comments and conclusion**

These cottages are an extension of the Sanatorium, and come under its administration like the Sanatorium they are badly looted

**5 1 RAILROAD HOSPITAL**

Location                    Senaki town, Menji District, in direction of sanatorium Kolkheti  
Infrastructure            Road access bad, city electricity supply,  
Number of residents     176  
Living area/person      ~6 sq m

**5 2 DESCRIPTION OF BUILDING**

Total N° of buildings    Two (2)  
Superstructure            1st building, four (4) floors, 2nd building, three (3) floors, bricks and concrete elements  
Foundation                Solid, no cracks in structure  
Roofing                    Metal tin sheets, gutter damaged, leaking  
Ceiling                     Concrete,  
Floor                        1st building, parquet 2nd building concrete  
  
Water supply              Mains water supply external tap ~20m  
Waste water drainage    Local sewerage line  
Rainwater drainage      Open water channel  
Sanitation points        Internal toilets  
Wood products            Windows and doors need repair, part replacement  
Electricity                 Installation in poor conditions,  
Washing facilities        External

**5 3 SCOPE OF WORK**

External works            Repair metal tin roof  
                                  Repair sewerage line  
  
Internal works             Glazing windows  
                                  Repair or install window frames and doors

**General comments and conclusion**

Another building which has regularly lost its roof from the strong winds, specialist workers erected this roof to avoid further problems

**6 1 CHILDREN'S SANATORIUM**

Location                    Senaki town, Menji District, in direction of sanatorium Kolkheti  
Infrastructure            Road access bad, city electricity supply,  
Number of residents     120

Living area/person ~5 sq m

## 6 2 DESCRIPTION OF BUILDING

Total N° of buildings	One (1)
Superstructure	Five (5) floors, bricks and concrete elements
Foundation	Solid, no cracks in structure
Roofing	Asbestos sheets, leaking, gutter and down pipes damaged
Ceiling	Concrete,
Floor	Concrete, rooms linoleum
Water supply	Mains water supply, external tap
Waste water drainage	Local sewerage line
Rainwater drainage	Open water channel
Sanitation points	Internal toilets
Wood products	Great number of windows and doors missing,
Electricity	Installation in poor conditions,
Washing facilities	External

## 6 3 SCOPE OF WORK

External works	Replace damaged asbestos sheets and install missing roof timber rafters and fasten planks Provide new external drainage line Repair water supply system
Internal works	Glazing windows Repair or install window frames and doors Repair internal toilets Repair internal electrical cable Repair floor Plastering walls Pumping and cleaning basement and repair internal sewerage line

### General comments and conclusion

A good spirit was found in this building and several IDPs helped to do their own repairs some communal activities were taking place

## 7 1 KOLKHETI SANATORIUM

Location	Senaki town, Menji District
Infrastructure	No constant electricity supply, water cut due to damaged pipes also low water-pressure
Number of residents	655
Living area/person	~5 sq m

## 7 2 DESCRIPTION OF BUILDING

Total N° of buildings	One (1)
Super structure	Nine (9) storey building Frame structure, walls concrete blocks
Foundation	Solid concrete foundation
Roofing	Bitumen felt roof with steel sheet parapet leaking badly
Ceiling	Concrete
Floor	Concrete, some rooms linoleum
Water supply	Mains water supply erratic
Waste water drainage	Municipal sewerage scheme

Rainwater drainage	Open water channel
Sanitation points	Internal, some individual and each floor collective toilets
Wood products	Great number of windows and doors missing,
Electricity	Installation in poor conditions,
Washing facilities	External

### 7 3 SCOPE OF WORK

External works	Recovering of bitumen felt roof and provide new parapet covering Cleaning and repair sewerage line and inspection chambers Repair of water supply system by provision of pressure pump repair and installation of storage tanks Cleaning and repairing external sewerage line
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Internal works	Glazing windows Repair or install new window and doors Repair internal communal water taps Repair internal electrical cable Patching concrete floor Provide security bars on staircase Install wood partitions Plastering walls Pumping and cleaning basement and repair internal sewerage line
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General comments and conclusion  
See comments elsewhere

### 8 1 SECONDARY SCHOOL N° 3

Location	Senaki town, Rustaveli st 113
Infrastructure	Road access, city electricity supply,
Number of residents	530
Living area/person	~7 sq m

### 8 2 DESCRIPTION OF BUILDING

Total N° of buildings	Three (3)
Super structure	1st building, four (4) floors, 2nd and 3rd buildings, two (2) floors Bricks and concrete elements
Foundation	Solid concrete foundation
Roofing	Metal sheet roof, leaking
Ceiling	Concrete,
Floor	Concrete
Water supply	Mains water supply,
Waste water drainage	Municipal sewerage scheme
Rainwater drainage	Open water channel
Sanitation points	Internal
Wood products	Some windows and doors missing others need repair
Electricity	Installation in poor condition,
Washing facilities	External

### 8 3 SCOPE OF WORK

External works	Recovering of metal roof with galvanised sheets, and repair of wood support structure Repair sewerage system
Internal works	Glazing of windows Repair or install new window and doors Repair internal communal toilets and water taps Repair internal electrical cable Separation of multifamily rooms with wood partitions Repair of floors
General comments and conclusion	

### KHONI

Location	Four and half hours (265 km) drive from Tbilisi, or half an hour (35 km) drive to North-West from Kutaisi, in Imereti Region, Khoni District, West Georgia
Relief and Climate	Lying on the Rioni plains and having a warm subtropical climate, with wet summers and average temperatures
Population	35,100 inhabitants - Khoni town
Major Town	Samtredia in the south with 66 800 inhabitants and Kutaisi in the south-east with 241,000 inhabitants
Economic Activities	Mainly agriculture, formerly Soviet Air Base

### 9 1 MILITARY TOWN

Location	A short distance from the centre of town
Infrastructure	Road access bad electricity and water available,
Number of residents	1703
Living area/person	~15 sq m

### 9 2 DESCRIPTION OF BUILDINGS

Total N° of buildings	Twenty two (22)
Housing Buildings	Seventeen (17)
Superstructure	Four (4) storey buildings Brick & Concrete elements
Foundation	Solid no cracks in the structures
Roofing	Bitumen flat 13 buildings 11 220 sq m Asbestos 4 buildings 3 120 sq m
Ceiling	Concrete
Floor	Concrete painted wood planks and terrazzo
Water supply	Mains water supply / bore-holes water tanks pressure pumps
Waste water drainage	Municipal sewerage
Rainwater drainage	Open water channel
Sanitation points	Individual toilets Washing outside each buildings
Wood products	Windows partly missing frames generally are satisfactory
Electricity	Installation in poor condition, functioning

### 9 3 SCOPE OF WORK

BUILDINGS NO 89, 97, 85, 83, 84, 90 91, 96, 103, 101, 100, 98, 99 and communal centre building

Cutting of swelling parts and cleaning of roof surface Supply and fix double (2) layers of ruberoid roofing felt Repair of parapet brickwork and plastering with mortar compound Steel sheet recovering of parapet and oil painting Supply and fix apron and repair rainwater down pipes

BUILDINGS NO 92, 93, 104, 102

Replace damaged and install new asbestos sheets Repair apron and rainwater down pipes

General works Repair of pumps (3) each 25 kW complete with cable installation  
Provide metal covering of well for security and safety  
Glazing windows  
Repair wood window frames

General comments and conclusion

The glass for the windows was provided and the residents organised the cutting and fixing themselves at no cost

### TSKHALTUBO

Location Four and half hours (250 km) drive from Tbilisi, or twenty minutes (25 km) drive to north-west from Kutaisi, in Imereti Region, Tskhaltubo District, West Georgia

Relief and Climate Lying on the Rioni plains and having a warm subtropical climate, with wet summers and average temperatures

Population ~30 000 inhabitants - Khoni town

Major Town Kutaisi in the south-east with 241,000 inhabitants

Economic Activities Formerly a Health Resort

### 10 1 SAMGURALI SANATORIUM

Infrastructure Road access, electricity and water available,  
Number of residents 639  
Living area/person ~8 sq m

### 10 2 DESCRIPTION OF BUILDINGS

Total N° of buildings Two (2)  
Superstructure 1st building, nine (9) floors, 2nd building, three (3) floors concrete elements  
Foundation Solid no cracks in the structures  
Roofing Bitumen flat with steel sheet parapet  
Ceiling Concrete  
Floor Concrete, Linoleum partly parquet

Water supply Mains water supply,

Waste water drainage	Municipal sewerage
Rainwater drainage	Open water channel
Sanitation points	Individual toilets and basins
Wood products	Windows and doors generally satisfactory, glazing partly missing
Electricity	Installation in poor condition, functioning

### 10 3 SCOPE OF WORK

General works	Cutting of swelling parts and cleaning of roof surface Supply and fix double (2) layers of ruberoid roofing felt Repair of parapet brickwork and plastering with mortar compound Steel sheet recovering of parapet and oil painting Supply and fix apron
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General comments and conclusion

### 11 1 SAKARTVELO SANATORIUM

Location	Tskaltubo town, Imereti Region, West Georgia
Infrastructure	Road access, electricity and water available,
Number of residents	684
Living area/person	~8 sq m

### 11 2 DESCRIPTION OF BUILDINGS

Total N° of buildings	Two (2)
Superstructure	1st building nine(9) floors 2nd building, seven(7) floors, concrete elements
Foundation	Solid, no cracks in the structures
Roofing	Bitumen flat with steel sheets parapet
Ceiling	Concrete,
Floor	Concrete, rooms Parquet

Water supply	Mains water supply,
Waste water drainage	Municipal sewerage
Rainwater drainage	Open water channel
Sanitation points	Individual toilets and basins
Wood products	Windows and doors generally satisfactory glazing partly missing
Electricity	Installation in poor condition, functioning

### 11 3 SCOPE OF WORK

#### BUILDINGS 1 AND 2 WITH TERRACE 2 BALCONY

General works	Cutting of swelling parts and cleaning of roof surface Supply and fix double (2) layers of ruberoid roofing felt Repair of parapet brickwork and plastering with mortar compound Steel sheet recovering of parapet and oil painting Supply and fix apron
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General comments and conclusion

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### 3 FINAL FINANCIAL REPORT

# FINAL FINANCIAL REPORT

USAID Grant No ENI-G-00-97-00010-00 (\*)

## EMERGENCY REPAIR OF IDP COLLECTIVE CENTRES IN WESTERN GEORGIA

Implementatio 01 08 1997 31 07 1998

Project Code GE523  
 Donor Code DGUS  
 Activity codes 31xx/32xx

	TOTAL	USAID Grant Budget		Actual
	BUDGET	GE523	GE523	Expenditures
	GE523	DGUS	DGUS	GE523
	USD	USD	CHF	TOTAL
				CHF
<b>SUPPLIES</b>				
<b>Construction</b>				
5054 Construction Company Fees	380 947	288 317	418 060	416 271 06
<b>CAPITAL EXPENDITURE</b>				
5820 Computer Equipment Laptop	2 750	2 750	3 988	4 274 15
5830 Telephone Equipment Mobile Phone	500	500	725	523 96
5831 Telefax Equipment Fax Machine	460	0	0	0
5840 Office Furniture Various	550	550	798	530 63
5841 Office Equipment Copy Machine	1 200	0	0	0
5860 Generator	2 000	0	0	0
<b>TRANSPORT &amp; STORAGE</b>				
5904 Warehouse Rent Senaki	1 400	1 000	1 450	0
5930 Fuel FED owned 4WD	5 070	3 800	5 510	5 516 24
5931 Maintenance FED owned 4WD	2 700	2 000	2 900	4 456 89
5932 Spare parts FED owned 4WD	1 860	1 500	2 175	1 379 66
5933 Insurance FED owned 4WD	1 360	1 000	1 450	1 450 00
5939 Other FED owned 4WD	680	500	725	942 61
5940 Vehicles rent Lease Fed 4WD	4 600	3 100	4 495	4 063 69
<b>PERSONNEL</b>				
<b>Delegate Costs</b>				
6001 Salary Construction Delegate	21 600	14 400	20 880	20 880 00
6052 Per Diem Construction/FAD	10 645	7 445	10 795	12 025 00
6304 Resident Permit & Visa Expenses				110 13
<b>Delegate Support Costs</b>				
6352 Housing Costs Construction/FAD	5 400	3 300	4 785	4 533 34
6354 Delegate Housing Cost				81 70
6355 Delegate Hote Construction Delegate	840	600	870	700 01
<b>Local Personnel Costs - Salaries</b>				
6601 Salary Local Staff/All Staff	8 915	5 765	8 359	8 835 17
6604 Temporary Staff/Site Engineer/Driver/Adm	6 750	4 500	6 525	6 395 39
6612 Medical Expenses All Staff	8	8	12	14 69
6614 Per Diem Local Staff/All Staff	1 250	950	1 378	1 397 80
6616 Accommodation Local Staff/All Staff	3 300	2 500	3 625	3 581 51
6618 Per Diem Nat Soc Staff				22 08

Project Code GE523  
 Donor Code DGUS  
 Activity codes 31xx/32xx

TOTAL  
 BUDGET  
 GE523

USAID Grant Budget

GE523  
 DGUS  
 USD

GE523  
 DGUS  
 CHF

Actual  
 Expenditures  
 GE523  
 TOTAL  
 CHF

**GENERAL AND ADMINISTRATION COSTS**

**International Travel**

7001 International Travel incl visa & ticket 800  
 7004 Local Travel 150

**Information Expenses**

7131 Publicity 3 200  
 7151 Audio Tapes 580  
 7153 Photographs 580

**Administrative Expenses**

7301 Stationery & Sundry Expenses 1 100  
 7302 Photocopying (support/spares/maintenance) 360  
 7303 Rental Office Equipment/Furniture 300  
 7309 Non Capital Office Equipment 300

**Office Costs**

7321 Office Rental 1 800  
 7325 Office Equipment Maintenance 250  
 7326 Computer Equipment Maintenance 550  
 7327 Office Utilities 775

**Communications**

7403 Telephone 4 700  
 7408 Computer Telecom

**Professional Fees**

7503 Legal Fees For 5054 Contracts/staff 850  
 7504 Warehouse/Security Service 1 800

**Financial Charges**

7601 Banking Charges/in country only 3 700

	USD	USD	CHF	CHF
<b>GENERAL AND ADMINISTRATION COSTS</b>			<b>22,519</b>	<b>17 490,65</b>
<b>International Travel</b>			<b>1,088</b>	<b>1 099,84</b>
7001 International Travel incl visa & ticket	800	600	870	920 06
7004 Local Travel	150	150	218	179 78
<b>Information Expenses</b>			<b>4,104</b>	<b>1 016,53</b>
7131 Publicity	3 200	2 400	3 480	727 92
7151 Audio Tapes				2 21
7153 Photographs	580	430	624	286 40
<b>Administrative Expenses</b>			<b>2,552</b>	<b>2 141,84</b>
7301 Stationery & Sundry Expenses	1 100	1 000	1 450	1 511 13
7302 Photocopying (support/spares/maintenance)	360	260	377	387 59
7303 Rental Office Equipment/Furniture	300	300	435	0
7309 Non Capital Office Equipment	300	200	290	243 12
<b>Office Costs</b>			<b>2,957</b>	<b>3 153,56</b>
7321 Office Rental	1 800	1 200	1 740	1 740 00
7325 Office Equipment Maintenance	250	250	383	383 74
7326 Computer Equipment Maintenance	550	0	0	201 73
7327 Office Utilities	775	575	834	828 09
<b>Communications</b>			<b>5,075</b>	<b>4 919,63</b>
7403 Telephone	4 700	3 500	5 075	4 760 30
7408 Computer Telecom				159 33
<b>Professional Fees</b>			<b>2,683</b>	<b>1 299,32</b>
7503 Legal Fees For 5054 Contracts/staff	850	650	943	1 299 32
7504 Warehouse/Security Service	1 800	1 200	1 740	0
<b>Financial Charges</b>			<b>4,060</b>	<b>3 859,93</b>
7601 Banking Charges/in country only	3 700	2 800	4 060	3 859 93
<b>TOTAL BUDGET</b>	<b>486,000</b>	<b>360,000</b>	<b>522,024</b>	<b>515 476,36</b>

Total Expenditure CHF 515 476,36  
 Received USD 200,000 on 26 03 98 = CHF 298 800,00  
 Balance to Receive CHF 216 676,36

(\*) Proposal to amend the initial budget was submitted to USAID on 05 01 1997  
 Acceptance of amendment was confirmed by USAID on 06 01 1997

### 3 1 Requests for Budget Amendment



International Federation  
of Red Cross and Red Crescent Societies

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17, chemin des Crêts, Petit-Saconnex / P O Box 372 / 1211 Geneva 19 / Switzerland  
Telephone (41 22) 730 4222 Fax (41 22) 733 0395 Telex 412 133 FRC CH

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**FACSIMILE COMMUNICATION**

**URGENT**

To USAID  
Attention USAID/ENI/HR/EHA Mr Frank Gillespie Fax number  
From E Parfenov, Europe Department  
cc Our file ref 1997 USAID Georgia  
Renovation of IDP Centres  
USAID-Finance  
Date 5 January 1997 N° of pages including this page 4  
Re Georgia Grant N° ENI-G-00-97-00010-00  
Request for budget modification

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**If you do not receive all pages, please contact us immediately Thank you**

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**MESSAGE**

Dear Frank,

With reference to our telephone conversation last November and telefax message of 18 12 1997 from Paul Murray we would appreciate your attention to our request for certain modifications to the initial budget for renovation of IDP collective centres in Western Georgia

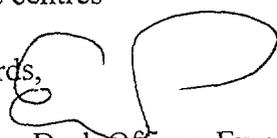
The total grant of USD 360 000 will stay unchanged The purpose of the request for amendment is just to be more accurate after very detailed survey of needs and actual requirements to implement this important project

Also attached for your information is the total budget for this project which corresponds to USD 486 000 ( USD 126 000 are added from our own funds - donor is the Swedish RC )

May we hope that our request will be accepted by USAID

We also hope that during your coming mission to the Caucasus you'll allocate some time to visit our Delegations in all three countries and to acquaint yourself with the progress of renovation works in the IDPs' collective centres

With kind regards,

  
Evgeni Parfenov, Desk Officer, Europe Department

**GEORGIA DELEGATION BUDGET PROPOSAL FOR AUTHORISATION**

**USAID / EMERGENCY REPAIR OF IDP COLLECTIVE CENTRES IN WESTERN GEORGIA**

Implementational frame 9 months starting from October 1 1997 thrgh June 0 1998

Project Code GE523  
Donor Code OGUS/DNSE  
Activity codes 31xx/22xx

GE523	GE523	GE523	GE523	GE523	GE523
OGUS	OGUS	DNSE	DNSE	TOTAL	TOTAL
USD	CHF	USD	CHF	USD	CHF

**SUPPLIES**

		76"	76"	24"	24"		
		288 317	418 060	92 630	134 314	380 947	552 373
<b>Construction</b>	Construction Company Fees						
5054							
<b>CAPITAL EXPENDITURE</b>							
5820	Computer Equipment	2 750	3 988	0	0	2 750	3 988
5830	Telephone Equipment	500	725	0	0	500	725
5831	Telefax Equipment	0	0	460	667	460	667
5840	Office Furniture	550	798	0	0	550	798
5841	Office Equipment	0	0	1 200	1 740	1 200	1 740
5860	Generator	0	0	2 000	2 900	2 000	2 900
<b>TRANSPORT &amp; STORAGE</b>							
5904	W r h R t	1 000	1 450	400	580	1 400	2 030
5930	Fu l	3 800	5 510	1 270	1 842	5 070	7 352
5931	Ma t n	2 000	2 900	700	1 015	2 700	3 915
5932	Sp p rts	1 500	2 175	360	522	1 860	2 697
5933	l s rance	1 000	1 450	360	522	1 360	1 972
939	Oth r	500	725	180	261	680	986
5940	V holes re t	3 100	4 495	1 500	2 175	4 600	6 670
<b>PERSONNEL</b>							
<b>Delegate Costs</b>							
6001	Salary	14 400	20 880	7 200	10 440	21 600	31 320
6052	Pe D m	7 445	10 795	3 200	4 640	10 645	15 435
<b>Delegate Support Costs</b>							
6352	Ho sing Costs Re L Utilities	3 300	4 785	2 100	3 045	5 400	7 830
6355	Del g t H t l Accommodati n	600	870	240	348	840	1 218
<b>Local Personnel Costs Salaries</b>							
6601	S l r y Local Staff	5 755	8 359	3 150	4 5 8	8 915	12 927
6604	Temporary Staff	4 500	6 525	2 250	3 263	6 750	9 788
6612	Med cal Exp ses	8	12	0	0	8	12
6614	P r D am Local St ff	950	1 378	300	435	1 250	1 813
6616	Accommodati n Local St ff	2 500	3 625	800	1 160	3 300	4 785
<b>GENERAL AND ADMINISTRATION COSTS</b>							
<b>International Travel</b>							
7001	Internatio al Tr el	600	870	200	290	800	1 160
7004	Local Tr vel	150	218	0	0	150	218
<b>Information Expenses</b>							
7131	Publicity	2 400	3 480	800	1 160	3 200	4 640
7153	Photographs	430	624	150	218	580	841
<b>Administrative Expenses</b>							
7301	Stationery & Sundry Expenses	1 000	1 450	100	145	1 100	1 595
7302	Photocopying (support/sp res/m nten )	260	377	100	145	360	522
7303	Ra lal Office Equipm nt (or purchas ) furniture	300	435	0	0	300	435
7309	Non-C pt l Office Eq pme t	200	290	100	145	300	435
<b>Office Costs</b>							
7321	Office R ntal	1 000	1 740	600	8 0	1 800	2 610
7325	Off Eq pme nt M nten ance	250	363	0	0	250	363
7326	Computer Equipment M ntenance	0	0	550	798	550	798
7327	Office Utilt	575	834	200	290	775	1 124
<b>Communications</b>							
7403	Telephon	3 500	5 075	1 200	1 740	4 700	6 815
<b>Professional Fees</b>							
7503	L g l F	850	943	200	290	850	1 233
7 04	S cu ty Serv c	1 200	1 740	600	870	1 800	2 610
<b>Financial Charges</b>							
7801	B xi g Ch g	2 800	4 060	900	1 305	3 700	5 365

<b>TOTAL WITHOUT CONSTRUCTION COMPANY FEES</b>	71 683	103 940	33 370	48 387	105 053	152 327
<b>TOTAL BUDGET</b>	<b>360 000</b>	<b>522 000</b>	<b>126 000</b>	<b>182 000</b>	<b>486 000</b>	<b>704 700</b>

B dg ts s l bl	360 000	522 000	126 000	182 700	486 000	704 700
OH c	0 00	0 00	0 00	0 00	0 00	0 00

**Other information.**  
 P c t g of b dg t t ruc o c m p y l s l l b dg t 20  
 P t g of b dg t ca t t comp y fees t l b dg t d d g D ler t S l r y 18 /  
 Ex h ng t USD/CHF sed 1 45 21 1 45 22 1 / 1 45

Please refer to narrative explanation for more details!

Author Evgeni Parfenov at IFRC\_GVA01  
Date 07 1 98 12,43  
Priority Normal  
CC "Kent Larson" <klarson@usaid gov> at INTERNET,  
'Lisa Boyd' <lboyd@usaid gov> at INTERNET  
TO "Frank Gillespie" <fgillespie@usaid gov> at Internet  
CC Georgia Delegation at IFRC  
Subject Re IDP collective centers

Dear Frank,

Thank you very much for you reply to our proposal regarding modifications to the initial budget for the IDPs collective centres project in Georgia

We are sorry that not all necessary explanations were attached to our request In principle they are the following

- with reference to our quarterly report for September-November - Methods of Implementation ( page 3 ) it has been proposed that on a number of sites the Federation will take direct management responsibility ( and not through contracted companies ) for part of renovation works This will be done in order to offer job opportunities to IDPs themselves As everywhere there are jobs which do not require specific professional skills and/or require just basic training

- as a result the budget for local staff and warehousing/transport has been increased by almost USD 20 000 However this amount directly relates to the reconstruction/renovation works,

- I also in agreement with you that we need to have certain reserve to protect us from any surprise I think that this can be achieved through economical use of resources from some other budget lines

In any case our Delegation is informed about your planned visit to Georgia ( though we do not know the dates ) and is prepared not only to meet with you but also to organise a working visit to all reconstruction sites ( in principle it can be done in one day ) where you can get comprehensive briefing from our Construction Delegate

It will be a great personal honour for me you also could find time in Armenia to visit Armenian Red Cross Post-Trauma Rehabilitation Centre This has been the Federation s flagship construction project in Armenia after Spitak earthquake

Happy New Year thanks for your interest and support

With kind regards  
Evgeni Parfenov  
Desk Officer  
Europe Department

Reply Separator

Subject IDP collective centers  
Author Frank Gillespie <fgillespie@usaid gov> at Internet  
Date 06 1 98 14 11

Dear Evgeni I received your fax request to adjust the budget supporting the renovation of IDP centers in Western Georgia Thank you for offering me the opportunity to comment on the new budget With a few exceptions (vehicles primarily) the new budget follows the budget in the proposal However the number that drew my attention is the revised funding level for construction company fees In the new budget it is USD 380,047 In the initial proposal it is USD 432 000 Will the new level of funds for construction be adequate to meet the goals of the project as initially designed? If the construction line item needs more funds perhaps some other line items could be reduced a bit

I raise this because it has been my experience that compared with new construction renovation of structures usually exceeds the initial estimate In this case the budget shows a reduced cost

Look forward to your comments regarding the project meeting its goals and  
the difficulties in estimating costs of renovation

Assuming the substance of the project is not an issue, this e-mail is my  
concurrence in the budget changes you proposed in your fax to me dated 05  
January 1998, marked URGENT that presented a budget of USD 486,000 I  
will send you a more formal concurrence if you wish

Happy New Year to you!!                      Frank Gillespie    Tel    202 712 1449

**4 IMPLEMENTATION PROCEDURE REPORT (sample)**

**IMPLEMENTATION PROCEDURE  
INCLUDING:**

**Tendering  
CBA  
Construction contract  
Bill of quantities  
Drawings  
Variations  
Handing over**

(As example Khom Military town)



**MINUTES OF TENDER BOARD MEETING (USAID CONTRACT)**

Participants Mr Niels Scott , Head of Delegation Chairperson  
Mr Jim Robertson , Relief Co-ordinator  
Mr Juraan Lahr , Finance/Adm Delegate  
Mr Michael Chitashvili , Construction Delegate Assistant Secretary

Venue Federation- office, A, Katalikos St 7, Tbilisi, Republic of Georgia

Date November 12, 1997

Agenda Conclusions on analysed bids for emergency repair of Khoni military base settlement

**OPENING** Meeting was opened by the Head of Delegation (chairperson) at 16 15 and seconded by Construction delegate Assistant for detailed findings of analysed quotations and for briefing of companies enrolled for bidding Selection were made on base of 1) Quality of proposed roof material and quick installation time 2) Previous experience with federation and expressed quality work 3) Cost efficiency 4) Location and activity in the region of target site  
Contractor for above mention site were chosen

**NADZALADEVI co LTD**  
Kutaisi, Lomouni st 4 tel 31233  
Director Akaki Maskharashvili

For repair of roofing in Khoni military base settlement

Mr Niels Scott  
Head of Delegation  
November 12, 1997

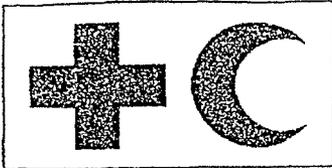
Mr Jim Robertson  
Relief Co-ordinator  
November 12, 1997

Mr Juraan Lahr  
Finance/Adm Delegate  
November 12, 1997

Michael Chitashvili  
Constr Del Assistant  
November 12, 1997



International Federation of Red Cross and Red Crescent Societies Georgia Delegation / Relief department - Construction						Number of Companies 6
Ref	Emergency repair of roof at Khoni military town					Date of Collection 11 11 97
Subject	Construction tender					
Date	11 11 1997					
MATERIALS SUPPLY & FIX COMPANIES	Sak-Kop-Mshei Co	Sakhuravi-95 LTD	MM-Construct LTD	Sak-TransgazMsheni	Nadzaladevi Co LTD	Abkhaz-Stroi J S
PROPOSED ROOFING MATERIAL	Glass fibre 2 layer on bitumen felt layer	Glass fibre 2 layer on bitumen felt layer	Glass fibre 2 layer on bitumen felt layer	Glass fibre 2 layer on bitumen felt layer	Rubermast RNP-350-1 5 (ruberoïd 2 layer with bitumen insulation)	Glass fibre 2 layer on bitumen felt layer
COST OF SUPPLY AND FIX PER 1 SQ M	7 0	7 2	9 6	9 9	7 4	7 6
OVERHEADS	1 6	0 5	0 4	0	0	0 0
TOTAL PER 1 SQ M	8 6	7 7	11	9 9	7 4	7 6
TOTAL (11055 m <sup>2</sup> ) SURFACE REPAIR	95 073 Lari	85 123 Lari	121 605 Lari	109 444 Lari	81 807 Lari	84 018 Lari
Implementation frames (Time/Work)	~1 Day/ 300sq m	~1 Day/ 150sq m	~1 Day/ 150sq m	~1 Day/ 150sq m	~1 Day/ 400sq m	~1 Day/ 150sq m
GENERAL INFORMATION	Ex Governmental company specialized on construction in rural area Own concrete, brick factories and wood product workshop Branch in Senaki Company owned by Biggest Georgian Agricultural supply enterprise	Small private company specialized in roof works Established in 95 Head office in Tbilisi On going sites Many completed construction projects Experience with Federation ECHO 208H Gidani hospital roofing	Private Architecture design & Construct company Head office in Tbilisi branch in Samtredia Specialized in public and private building repair-reconstruction Experience with Federation on 1996 97 Bediani Surami Ps Hospitals repair	Company is part of gas supply Joint-Stock Enterprise Specialized in construction of tech infrastructure Recently expanded on renovation & construct works Many on-going sites Head office in Tbilisi branches around Georgia Experience with Federation	Company located in Kutaisi Western Georgia Long time experience working with Federation, (renovation of psychiatric hospitals) Specialized in repair-facing works On going sites	Joint Stock company Based in Tbilisi Establish as branch of Former Abkhazian construction company Former Governmental Staff generally IDP's
COMMENTS	Overhead ~23%=17600	Company used rate for roof repair 1sq m on average level 7 2 lari Company shows good workmanship on roof work in previous projects Overhead(s) ~6 5%	Unit rate exceed average level Overhead ~4%	Professional presentation but expensive item price Overhead expenses included in unit price Overhead =0	Given quantity rates per sq m bellow average level all expenses including (no overheads) Proposed materials is faster to install (winter weather conditions!) Overhead =0	Given rates comparatively moderate Overhead =0
SELECTION						



FEDERATION INTERNATIONALE DES SOCIÉTÉS DE LA CROIX ROUGE ET DU CROISSANT ROUGE  
INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES  
FEDERACION INTERNACIONAL DE SOCIEDADES DE LA CRUZ ROJA Y DE LA MEDIA LUNA ROJA

DATE 1 December 1997

*file GE 523*

## CONTRACT

Ref *Khoni Military Base Settlement*

1 This contract is made between

International Federation of Red Cross and Red Crescent Societies,  
Anton Katalikosi street 7,  
Tbilisi  
Represented by Mr Niels Scott Head of Delegation Georgia  
(hereinafter called "the Employer")

and

NADZALADEVI Co Ltd  
Lomouni Str 4, tel 3 12 33  
Kutaisi  
Represented by Mr Akaki Maskharashvili  
(hereinafter called "the Employee")

2 By this contract the Employee is obliged to carry renovation works in Khoni military base settlement (occupied by IDP's) as described in the Bills of Work and the Bill of Quantities that are part of this contract. The Employer is obliged to pay a contract sum for the works carried out to the Employer as specified in the terms of payment that are part of this contract.

### 3 BILLS OF WORK AT KHONI MILITARY BASE SETTLEMENT

BUILDINGS N<sup>o</sup> 89, 97 85 83 84 90 91 96 103 101, 100 98, 99 (Total number 13)

Cutting of swelling parts and cleaning of roof surface, Supply and fix double (2) layer of Rubemast RNP-350-1,5 Repair of parapet brickwork and plastering with mortar compound Tin plate recovering of parapet and oil painting Supply and fix apron and repair of water down pipes ( for detail specification see bill of quantities )

BUILDINGS N<sup>o</sup> 92 93 104 (Total number 3)

Replace of damaged and install new asbestos sheets Repair of apron and water down pipes

GENERAL

Repair of supply water booster pump 1pc 11 kW and two (2) circulation pumps each 25 kW

4 CONTRACT SUM The total contracted sum for the above mentioned work is 105 964 Lari (One Hundred Five Thousand Nine Hundred Sixty Four Lari Only) to be paid by the Employer to the Employee seven (7) terms including a Mobilisation fee which is to be paid upon signing this Contract and will be use for purchasing of roofing materials Rubemast RNP-350-1 5 (see hereafter TERMS OF PAYMENT) The Employer is holding back 5 % out of the total contracted sum (Retention fee) for four months after the date of handing

over the project, as guarantee for quality of workmanship or materials used by the Employee in order to be able to repair or correct any possible defects

## 5 CONDITION OF CONTRACT

This contract is a full Contract The Employee shall subject to the provision of the contract provide all materials and equipment's for permanent and temporary works, transport to and from and in or about the site The Employee is to provide security for the site day and night and shall be responsible for labour requirements, their insurance and shall take full responsibility for the adequacy, stability and safety of all site operations and methods of construction

### 5 A LABOUR EMPLOYMENT

In addition to own specific work labour The Employee shall define and select local IDP's (Internally displaced persons) for possibilities of use as labour according their qualification and experience Number of using IDP's as labour and persons have to be agreed with the Employer The Employee shall provide IDP's with labour employment subcontract identified duties, responsibilities and payments

6 CLERK OF WORK The Employer shall appoint a clerk of work to safeguard the Employers interests on site The clerk of work shall not unduly interfere with the work and any instructions through the clerk of work to the Employee should be in writing and signed by the Employer

### 7 WORKMANSHIP AND MATERIALS

All materials and workmanship shall be in accordance with the Employer's instruction The Employer and any person authorised by him shall at all times have access to the works and places where work is being prepared in order to be able to control quality and progress of the works

Required roofing material is RUBEMAST RNP-350-1 5 which meet the same standards as those in the sample delivered by Employee

Producer	"Krovlya" Joint-Stock (Russia)
Standard	Ty 21-5744710-505-90
Overall mass	2100 Gr /m
Elongation t	5 t <sup>0</sup> C
Behaviour t	70 t <sup>0</sup> C

### 8 COMMENCEMENT OF WORK AND DELAY

Commencement of work shall be immediately upon signing of the agreement The whole of the work shall be completed and handed over at 19 01 1998 within Seven calendar weeks (7) from the date of signing of this contract The roofing material RUBEMAST RNP-350 1 5 should be purchased and delivery to site Khoni military base settlement within 12 days time from date of Contract signing Any delay after these dates without accepted reason by the Employer will cause a penalty to the Employee as per immediate of Two Thousand (2 000) Lari and in addition as per 148 Lari per day (One Hundred and Forty Eight) The employee shall inform the employer in writing on causes of any delay or anticipated delay

### 9 ALTERATIONS ADDITIONS AND OMISSIONS

The Employer shall order any variation to any part of the work that may in his opinion be necessary for the completion of the work Such variations may include additions omissions, substitutes, alterations or changes in

quality The ordered variations shall be in writing The rates for variation will be fixed after mutual agreement between the Employer and Employee

#### 10 DISPUTES

Any disputes between the Employer and Employee shall be resolved by negotiation mediation and court in that order A mediator shall be mutually agreed upon between the Employer and Employee Dispute settlement will be by the Court of the Georgia of relevant jurisdiction

#### 11 TERMINATION OF CONTRACT

The Employer may terminate the contract at any time when the Employee has failed to execute his duties as according this contract i.e due to excessive delays poor workmanship, not accordance to contract or poor quality materials, etc

#### 12 CERTIFICATE OF PAYMENT

The Employer shall issue a certificate of payment to the Employee for each term payment

#### 13 COMPLETION CERTIFICATE

The Employer shall issue a completion certificate to the Employee upon completion of the works

#### 14 TERMS OF PAYMENT

The Employer may vary the terms of this clause with the agreement of the Employee

Total contract sum **105964 Lari, to be paid in seven (7) terms of payment as follows**

1* MOBILISATION FEE	Upon signing of the agreement	27 000 Lari
2* TERM	When roofing material deliver to the site and roof surface preparation works in buildings N89 97,85 competed (see scope of work / bills of Qty)	22 000 Lari
3* TERM	When in building N 89 97 85, 83 provision of roof surface with rubemast material and preparation of surface in buildings N 90 96 103 completed (see as above)	11 000 Lari
4* TERM	When repair of tin gutters and aprons in buildings N89 97 85 83 and provision of roof surface with rubemast material in buildings N 90 96 103 completed (as per scope of work /bills of Qty)	12 000 Lari
5* TERM	When repair of tin gutters and aprons in buildings N 90 96 103 and provision of roof surface with rubemast material in buildings N 98 99 100 101 completed (as per scope of work /bills of Qty)	12 500 Lari

6\* TERM

When all contracted work is completed heating system is tested and construction wastes are removed

16 500 Lari

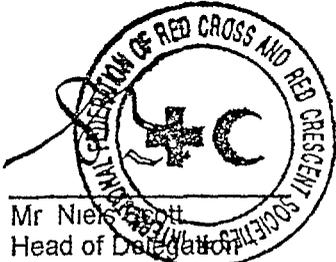
7 RETENTION FEE

The Employer is to withhold a payment of 5 % when the work is finished for a period of four (4) months to guarantee repair or correction of possible defects

4 964 Lari

15 PREVAILING LANGUAGE

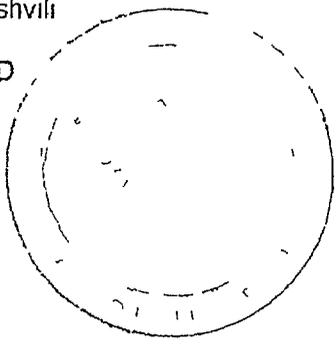
This contract is executed in English and Georgian In case of any difference of interpretation the English version will prevail



Mr Niels Espott  
Head of Delegation  
The Federation - Georgia  
1 December 1997



Mr Akaki Maskharashvili  
Director  
Nadzaladevi Co LTD  
1 December 1997



Attached

Appendix N <sup>o</sup> 1	Bull of quantities and quotation	3 pages
Appendix N <sup>o</sup> 2	Master plan of Khoni military base	1 page
Appendix N <sup>o</sup> 3	Buildings plan	1 page

1.1 KHONI MILITARY BASE

Bill of quantities and quotation

International Federation  
Construction Department

Date 10 11 97

Build	No	Description	Unit	Quantity	Unit cost	Labor cost	Cost	Total cost	Subtotal
<b>1 Building N89 type (A)</b>									
	A	Surface of roof 55,5X11,5	sq m	638					
	B	Parapet surface (2) H=0,6 m	sq m	30					
	C	Chimney hoods cover (6X4,8+4X2 1)X0 6	sq m	23					
	D	Entrance tower 2pc 2,8X2,8 m	sq m	22 4					
	E	balcony cover roof 4pc 4X1 2	sq m	19 2					
	1	<b>Total surface to cover</b>	<b>sq m</b>	<b>732 6</b>	<b>6 8</b>	<b>0 6</b>	<b>7 4</b>	<b>5421 2</b>	
	2	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	6	45	10	55	330	
	3	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	174	0 14	0	0 14	24 36	
	4	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	510	0 09	0	0 09	45 9	
	5	Supply and fix tin covering of parapet /painting	sq m	47	7	2 5	9 5	446 5	
	6	Supply and fix of apron and water down pipes	sq m	36	7	2 5	9 5	342	
	7	Mechanical tools /Mobile crane (tower H=17m)	Days	6	70	0	70	420	
	1, Total on build 89								7030 0
<b>2 Building N97 type (A)</b>									
	8	Total surface to cover	sq m	732 6	6 8	0 6	7 4	5421 2	
	9	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	6	45	10	55	330	
	10	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	174	0 14	0	0 14	24 36	
	11	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	510	0 09	0	0 09	45 9	
	12	Supply and fix tin covering of parapet /painting	sq m	47	7	2 5	9 5	446 5	
	13	Supply and fix of apron and water down pipes	sq m	44	7	2 5	9 5	418	
	14	Mechanical tools /Mobile crane (tower H=17m)	Days	6	70	0	70	420	
	2 Total on build 97								7106 0
<b>3 Building N85 type (B)</b>									
	F	Surface of roof 65,5X11,5	sq m	753					
	G	Parapet surface (2) H=0,6 m	sq m	30					
	H	Chimney hoods cover (10X4 8+4X2 1)x0 6	sq m	34					
	I	Entrance tower 2pc 2 8X2,8 m	sq m	21 2					
	J	Balcony cover roof 4pc 4X1 2	sq m	33 6					
	15	<b>Total surface to cover</b>	<b>sq m</b>	<b>871 8</b>	<b>6 8</b>	<b>0 6</b>	<b>7 4</b>	<b>6451 3</b>	
	16	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	5	45	10	55	275	
	17	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	145	0 14	0	0 14	20 3	
	18	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	425	0 09	0	0 09	38 25	
	19	Supply and fix tin covering of parapet /painting	sq m	47	7	2 5	9 5	446 5	
	29	Supply and fix of apron and water down pipes	sq m	36	7	2 5	9 5	342	
	30	Mechanical tools /Mobile crane (tower H=17m)	Days	6	70	0	70	420	
	3 Total on build 85								7993 4
<b>4 Building N83 type (B)</b>									
	31	Total surface to cover	sq m	871 8	6 8	0 6	7 4	6451 3	
	32	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	5	45	10	55	275	
	33	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	145	0 14	0	0 14	20 3	
	34	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	425	0 09	0	0 09	38 25	
	35	Supply and fix tin covering of parapet /painting	sq m	65	7	2 5	9 5	617 5	
	36	Supply and fix of apron and water down pipes	sq m	16	7	2 5	9 5	152	
	37	Mechanical tools /Mobile crane (tower H=17m)	Days	6	70	0	70	420	
	4, Total on build 83								7974 4
<b>5 Building N84 type (B)</b>									
	38	Total surface to cover	sq m	871 8	6 8	0 6	7 4	6451 3	
	39	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	6	45	10	55	330	
	40	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	174	0 14	0	0 14	24 36	
	41	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	510	0 09	0	0 09	45 9	
	42	Supply and fix tin covering of parapet /painting	sq m	65	7	2 5	9 5	617 5	
	43	Supply and fix of apron and water down pipes	sq m	18	7	2 5	9 5	171	
	44	Mechanical tools /Mobile crane (tower H=17m)	Days	6	70	0	70	420	

5 Total on build 84								8060 1
<b>6 Building N90 type (B)</b>								
45	Total surface to cover	sq m	871 8	6 8	0 6	7 4	6451 3	
46	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	8	45	10	55	440	
47	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	232	0 14	0	0 14	32 48	
48	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	680	0 09	0	0 09	61 2	
49	Supply and fix tin covering of parapet /painting	sq m	47	7	2 5	9 5	446 5	
50	Supply and fix of apron and water down pipes	sq m	36	7	2 5	9 5	342	
51	Mechanical tools /Mobile crane (tower H=17m)	Days	6	70	0	70	420	
6 Total on build 90								8193 5
<b>7 Building N91 type (B)</b>								
52	Total surface to cover	sq m	871 8	6 8	0 6	7 4	6451 3	
53	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	8	45	10	55	440	
54	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	232	0 14	0	0 14	32 48	
55	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	680	0 09	0	0 09	61 2	
56	Supply and fix tin covering of parapet /painting	sq m	47	7	2 5	9 5	446 5	
57	Supply and fix of apron and water down pipes	sq m	36	7	2 5	9 5	342	
58	Mechanical tools /Mobile crane (tower H=17m)	Days	6	70	0	70	420	
7 Total on build 91								8193 5
<b>8 Building N96 type (B)</b>								
59	Total surface to cover	sq m	871 8	6 8	0 6	7 4	6451 3	
60	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	8	45	10	55	440	
61	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	232	0 14	0	0 14	32 48	
62	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	680	0 09	0	0 09	61 2	
63	Supply and fix tin covering of parapet /painting	sq m	47	7	2 5	9 5	446 5	
64	Supply and fix of apron and water down pipes	sq m	36	7	2 5	9 5	342	
65	Mechanical tools /Mobile crane (tower H=17m)	Days	6	70	0	70	420	
8 Total on build 96								8193 5
<b>9 Building N103 type (B)</b>								
73	Total surface to cover	sq m	871 8	6 8	0 6	7 4	6451 3	
74	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	8	45	10	55	440	
75	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	232	0 14	0	0 14	32 48	
76	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	680	0 09	0	0 09	61 2	
77	Supply and fix tin covering of parapet /painting	sq m	18	7	2 5	9 5	171	
78	Supply and fix of apron and water down pipes	sq m	22	7	2 5	9 5	209	
79	Mechanical tools /Mobile crane (tower H=17m)	Days	5	70	0	70	350	
9 Total on build 103								7715 0
<b>10 Building N101 type (B)</b>								
80	Total surface to cover	sq m	871 8	6 8	0 6	7 4	6451 3	
81	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	6	45	10	55	330	
82	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	174	0 14	0	0 14	24 36	
83	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	510	0 09	0	0 09	45 9	
84	Supply and fix tin covering of parapet /painting	sq m	18	12	2 5	14 5	261	
85	Supply and fix of apron and water down pipes	sq m	12	16	2 5	18 5	222	
86	Mechanical tools /Mobile crane (tower H=17m)	Days	5	70	0	70	350	
10 Total on build 101								7684 6
<b>11 Building N100 type (B)</b>								
87	Total surface to cover	sq m	871 8	6 8	0 6	7 4	6451 3	
88	Repair of parapet / bnck (1m <sup>3</sup> =419pc)	m <sup>3</sup>	4	45	10	55	220	
89	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	116	0 14	0	0 14	16 24	
90	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	340	0 09	0	0 09	30 6	
91	Supply and fix tin covering of parapet /painting	sq m	21	7	2 5	9 5	199 5	
92	Supply and fix of apron and water down pipes	sq m	12	7	2 5	9 5	114	
93	Mechanical tools /Mobile crane (tower H=17m)	Days	5	70	0	70	350	
11 Total on build 100								7381 7
<b>12 Building N98 type (B)</b>								
94	Total surface to cover	sq m	871 8	6 8	0 6	7 4	6451 3	
95	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	3	45	10	55	165	

96	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	87	0 14	0	0 14	12 18	
97	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	255	0 09	0	0 09	22 95	
98	Supply and fix tin covering of parapet /painting	sq m	17	7	2 5	9 5	161 5	
99	Supply and fix of apron and water down pipes	sq m	18	7	2 5	9 5	171	
100	Mechanical tools /Mobile crane (tower H=17m)	Days	5	70	0	70	350	
<b>12 Total on build 98</b>								7334 0
<b>13 Building N99 type (B)</b>								
101	Total surface to cover	sq m	871 8	6 8	0 6	7 4	6451 3	
102	Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	3	45	10	55	165	
103	Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	87	0 14	0	0 14	12 18	
104	Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	255	0 09	0	0 09	22 95	
105	Supply and fix tin covering of parapet /painting	sq m	14	7	2 5	9 5	133	
106	Supply and fix of apron and water down pipes	sq m	16	7	2 5	9 5	152	
107	Mechanical tools /Mobile crane (tower H=17m)	Days	5	70	0	70	350	
<b>13 Total on build 99</b>								7286 5
<b>14 Building N92 type (A)</b>								
108	Total surface to cover	sq m	38	7	2	9	342	
113	Supply and fix of apron and water down pipes	sq m	24	7	2 5	9 5	228	
114	Mechanical tools /Mobile crane (tower H=17m)	Days	4	70	0	70	280	
<b>14 Total on build 92</b>								850 0
<b>15 Building N93 type (A)</b>								
115	Total surface to cover	sq m	28	7	2	9	252	
116	Supply and fix of apron and water down pipes	sq m	14	7	2 5	9 5	133	
117	Mechanical tools /Mobile crane (tower H=17m)	Days	4	70	0	70	280	
<b>15 Total on build 93</b>								665 0
<b>16 Building N104 type (A)</b>								
118	Total surface to cover	sq m	34	7	2	9	306	
119	Supply and fix of apron and water down pipes	sq m	26	7	2 5	9 5	247	
120	Mechanical tools /Mobile crane (tower H=17m)	Days	4	70	0	70	280	
<b>16 Total on build 104</b>								833 0
<b>17 General works</b>								
121	Repair of booster pump 11kW 1pc	kW	11	20	0	20	220	
122	Repair of circulation pumps 25KW 2pc	kW	50	20	0	20	1000	
123	Mechanical tools / Track (7 tone)	Days	50	45	0	45	2250	
<b>17 Total</b>								3470 0
<b>18 Grand Total in LARI</b>								105964

## 1 1 KHONI MILITARY BASE (Estimation of Additional works)

International Federation

Bill of quantities and quotation

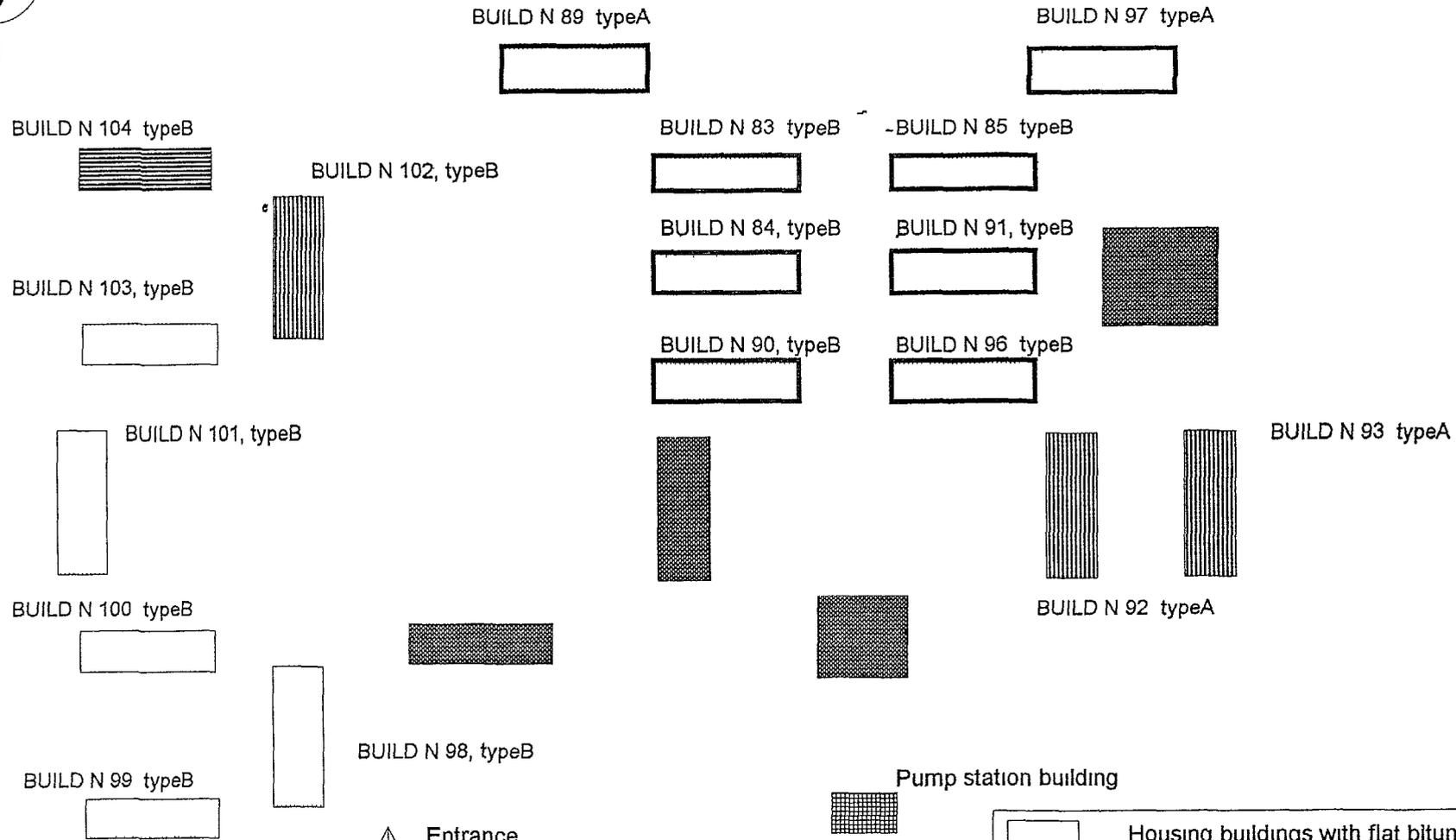
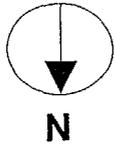
Construction Department

Date 24/03/98

Build	No	Description	Unit	Quantity	Unit cost	Labor cost	Cost	Total cost	Subtotal
18	<b>Total in LARI (Basic contract 1/12/97)</b>								10596
19	<b>Building N102 type (B)</b>								
	124	1 Total surface to cover with asbestos sheets	sq m	51	7	2	9	459	
	125	6 Supply and fix of apron (35 pc X 1 75)	sq m	61 25	7	2	9	551 25	
	126	7 Mechanical tools /Mobile crane (tower H=17m)	Days	0	70	0	70	0	
19									10596
20	<b>Building of shop and community center</b>								
	127	1 Total surface to cover (Rubemast) (225+143m2)	sq m	398	6 8	0 6	7 4	2945 2	
	128	2 Repair of parapet / brick (1m <sup>3</sup> =419pc)	m <sup>3</sup>	0	45	10	55	0	
	129	3 Repair of parapet / cement (1m <sup>3</sup> =29kg)	kg	0	0 14	0	0 14	0	
	130	4 Repair of parapet / sand (1m <sup>3</sup> =85kg)	kg	0	0 09	0	0 09	0	
	131	5 Supply and fix tin covering of parapet /painting	sq m	0	7	2 5	9 5	0	
	132	6 Supply and fix of gutter and water down pipes	sq m	13 8	7	2 5	9 5	131 1	
	133	8 Supply and fix water collector	pc	4	10	0	10	40	
	134	7 Mechanical tools /Mobile crane (tower H=17m)	Days	0	70	0	70	0	
20	<b>Total on build (shop and community center)</b>								3176
21	<b>General works</b>								
	135	Repair of circulation pumps 25KW 2pc	KW	21	20	0	20	420	
	136	Repair of booster pump 1pc Provide new water supply pipe-core	pc	1	170	0	170	170	
	137	Reinstallation of booster pump with fixing, electric power cable connection, plastering of well cover	pc	1	0	150	150	150	
21	<b>Total</b>								740
22	<b>Total of additional work</b>								4836
23	<b>Grand Total in LARI (including additional work)</b>								11032

**Khoni military base settlement / MASTER PLAN**  
 Ref Emergency repair of IDP,s collective centers in western Georgia

Construction Department



	Housing buildings with flat bitumen roof
	Housing with extreme damage of fabric
	Housing buildings with asbestos roof
	Others and non occupied buildings

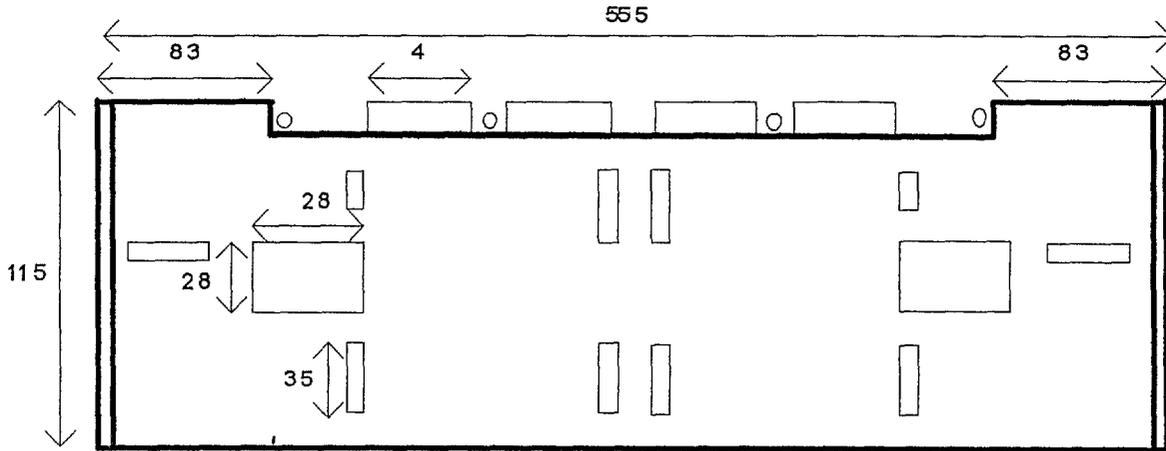
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**Khoni military base settlement / MASTER PLAN**

Ref Emergency repair of IDP,s collective centers in western Georgia

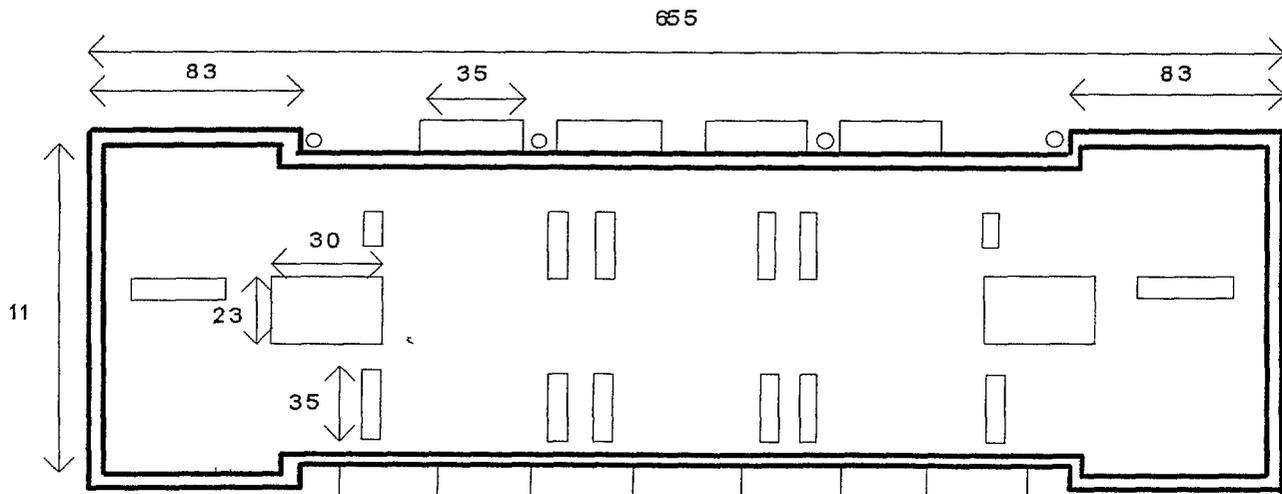
**Building type A**

Surface of roof 55,5X11,5	638 sq m
Parapet surface (2) H=0,6 m	30 sq m
Chimney hoods cover (6X4,8+4X2 1)	23 sq m
Entrance tower 2pc 2,8X2,8 m	22 4 sq m
balcony cover roof 4pc 4X1 2	19 2 sq m



**Building type B**

Surface of roof 65,5X11,5	753 sq m
Parapet surface (2) H=0,6 m	30 sq m
Chimney hoods cover (10X4,8+4X2 1)	34 sq m
Entrance tower 2pc 2,8X2,8 m	21 2 sq m
Balcony cover roof 4pc 4X1 2	33 6 sq m



**INTERNATIONAL FEDERATION  
OF RED CROSS AND RED CRESCENT SOCIETIES  
GEORGIA DELEGATION**

Anton katalikos str 7, Tbilisi, Republic of Georgia Tel/Fax (+995 32) 985 976

**Khoni Military Base Settlement**

**VARIATION OF CONTRACT FOR REHABILITATION WORK DATED 29 05 1998**

This variation of the contract signed on 1/12/97, is made in accordance with clause N°9 of the above mentioned contract (hereafter "the contract") The additions to the Scope of Work and rates are those included in the variation and quotation as specified under clause N°2 below is mutually agreed between the parties

**1 Name of Contractor**

NADZALADEVI CO LTD, Lomoun St N° 4, Kutaisi

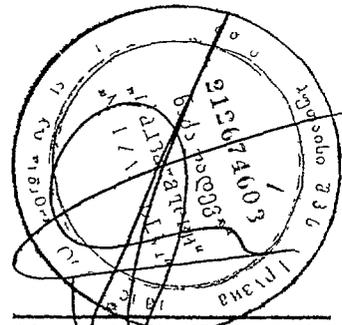
**2 Description of Work and Prices**

Buil d	No	Description	Unit	Quanti ty	Unit cost	Labor cost	Cost	Total cost	Subtotal
18	<b>Total in Lari (Basic contract 1/12/97)</b>								
19	<b>Building N102 type (B)</b>								
	124	Total surface to cover with asbestos sheets	sq m	51	7	2	9	459	
	125	Supply and fix of apron (35 pc x1 75)	m <sup>3</sup>	61 25	7	2	9	551 25	
	126	Supply and fix water down pipes	Lin m	84	2 5	1	3 5	294	
	127	Supply and fix gutter	Lin m	34	2 5	1	3 5	119	
	128	Mechanical tools /Mobile crane (tower H=17m)	Days	3	70	0	70	210	
19	<b>Total on build 99</b>								
20	<b>Building of community centre, shope and store</b>								
	129	Total surface to cover Rubemast (225+143+255m2)	sq m	653	6 8	0 6	7 4	4832 2	
	130	Supply and fix tin covering of parapet /painting	sq m	0	7	2 5	9 5	0	
	131	Supply and fix water down pipes and gutter	sq m	13 8	7	2 5	9 5	131 1	
	132	Supply and fix water collector	No	4	10	0	10	40	
	133	Supply and fix water down pipes (shop)	Lin m	36	2 5	1	3 5	126	
	134	Supply and fix gutter (shop)	Lin m	16	2 5	1	3 5	56	
	135	Supply and fix water collector	No	4	10	0	10	40	
	136	Mechanical tools /Mobile crane (tower H=17m)	Days	0	70	0	70	0	
20	<b>Total on communal centre build</b>								
21	<b>General works</b>								
	137	Repair of circulation pump 25 KW 2 pc	kW	21	20	0	20	420	
	138	Repair of booster pump 1 pc provide new water supply pipe core	pc	1	170	0	170	170	
	139	Reinstallation of booster pump with fixing electric power cable connection	Pc	1	0	150	150	150	
	140	Provide mettal cover of water wells 2 pc	NO	2	256	100	356	712	
	141	Install of metall cover for water storage tanks 70pc	4	15	0	0	15	60	
21	<b>Total</b>								
22	<b>Grand Total of Variation in LARI</b>								
23	<b>Total contract sum including Variation</b>								
									1512
									8370 6
									114334 6

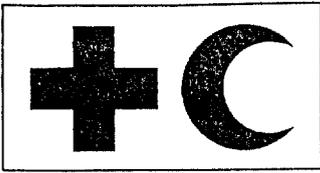
44



Mr Nrijs Scott  
Head of Delegation  
The Federation - Georgia



Mr Akak Maskharashvili  
Director  
Nadzaladevi Co LTD



FEDERATION INTERNATIONALE DES SOCIETES DE LA CROIX ROUGE ET DU CROISSANT-ROUGE  
INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES  
FEDERACION INTERNACIONAL DE SOCIEDADES DE LA CRUZ ROJA Y DE LA MEDIA LUNA ROJA

Date 20 May 1998

## HANDING-OVER CERTIFICATE

*Our Ref Khoni Military Base Settlement*

The International Federation of Red Cross and Red Crescent Societies ,

Anton Katalikosi Street 7, Tbilisi,  
Tel 99 78 82, 98 83 65 & 98 59 76  
Represented by Mr Niels Scott  
Head of Delegation - Georgia

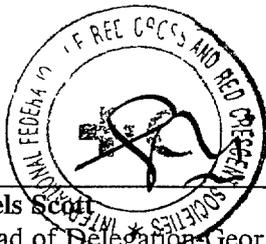
is issuing this certificate to

**Nadzaladevi Co Ltd**  
Lomouri 4, Kutaisi, tel 3 12 33  
Represented by Mr Akaki Maskharashvili  
Director

In accordance with Contract 1/10/97 (A) clause N° 3 and Variation Contract 29/05/98 clause N° 2 general and roofing repair work at Khoni Military Base Settlement funded by U S Agency for International Development has been completed

Nadzaladevi Co Ltd has successfully carried out rehabilitation project in Khoni Military Base Settlement as described in the mentioned Contract Documents clause N° 8 within the scheduled time

This Certificate confirms that the retention period will end on 20 August 1998 according to contract clause N° 4, when the sum of 3834 6 Lari will be paid if any or all defects have been rectified



Niels Scott  
Head of Delegation - Georgia  
8 July 1998

C WINWOR\HANDOVER\HO KH1 DOC

**5 TYPICAL SITE AGREEMENT  
ON EMERGENCY REPAIR WORKS**

**TYPICAL SITE AGREEMENT ON EMERGENCY REPAIR WORKS**

(Railroad internat, Senaki)

**AGREEMENT ON EMERGENCY REPAIR WORKS**  
**located at**

This agreement is meant to establish conditions under which the humanitarian agency will implement emergency repair works at collective centres occupied by Internally Displaced Persons. The following agreement of implementation conditions should be accepted by the following parties - Representative of IDP's shelter community, Owner of shelter buildings, Representative of Implementing agency and Ministry of IDP's and Accommodation representative

**Part 1 Responsibilities of IDP's located in settlement buildings under repair**

- 1 Representative of the community should be an Internally Displaced Person elected as head of IDP's committee by people living in the above mentioned shelter/buildings
- 2 IDP's located in buildings are responsible for the preservation of repaired facilities, equipment, materials and installations. The local committee should provide future maintenance of installations, prohibit the installation of private TV antennas on roofs to protect repaired surface, and locate waste sites in approved places
- 3 During implementation period, questions arising from the IDP community relating to workmanship or any other construction activities on the site should be brought to the attention of the Implementing agency representative or engineer

**Part 2 Responsibilities of the shelter/buildings owner**

- 1 The owner or director of buildings occupied by IDP's must allow the humanitarian agency to implement emergency repair works in the buildings
- 2 The owner or director of the building must agree that IDP's will remain in the building until the Georgian government repatriates IDP's to Abkhazia or IDP's themselves return to their homes
- 3 The owner or director is responsible for keeping buildings in normal condition to facilitate emergency repair works

**Part 3 Responsibilities of Implementing agency**

- 1 The following repair works will be carried out by the implementing agency

Repair works will only be started after signing of this agreement

- 2 Implementing agency is only responsible for carrying out the above mentioned work
- 3 Implementing agency will terminate this agreement if one or all of the parties fail to execute their duties according to this agreement

4 Implementing agency shall supervise the works to provide conditions and workmanship in accordance with international standards

5 If so requested, the Ministry of IDP's and Accommodation together with the implementing agency may provide inspection of workmanship and volume of works on the site

**Part 4 Responsibilities of Ministry of IDP's and Accommodation**

1 Ministry of IDP's and Accommodation confirm this agreement and is guarantor that all parties will abide by this agreement

2 Together with implementing agency may provide monitoring of implementation of the works

3 Ministry of IDP's and Accommodation will participate at Handing-Over of site as one of the parties and sign the work completion certificate (Ministry of IDP's and Accommodation participates in this procedure because of their responsibility for the living conditions of IDP s) Any claims after completion of works will be considered only by Ministry of IDP's and Accommodation

1 Representative of IDP's community	Signature	Date
2 Owner or director of building(s)	Signature	Date
3 Representative of Implementing agency	Signature	Date
4 Representative of Ministry of IDP's and Accommodation	Signature	Date

ხელშეკრულება სარემონტო სამუშაოების შესახებ

ხვინიგზის ინჟინერია

სენაკი

წინამდებარე ხელშეკრულება განსაზღვრავს პირობებს, რომელთა თანახმად წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებათა საერთაშორისო ფედერაცია ჩატარებს სარემონტო სამუშაოებს იძულებით გადაადგილებულ პირთა მაცხოვრებელ ადგილებში. ამ პირობებს ეთანხმება და ქვემოთ თავისი ხელმოწერით ადასტურებს ამ ხელშეკრულების ოთხ მხარეთაგან თითოეული, კერძოდ შენობაში მაცხოვრებელი გადაადგილებული პირები (წარმოდგენილი იძულებით გადაადგილებულ პირთა ადგილობრივი კომიტეტის თავჯდომარით), შენობის მესაკუთრე ან დირექტორი, წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებათა საერთაშორისო ფედერაციას და ლტოლვილთა და განსახლების სამინისტროს

**ნაწილი 1 შენობაში მაცხოვრებელი პირების მოვალეობები.**

1 ლტოლვილებით დასახლებულ შენობებს მაცხოვრებელთა წარმომადგენლები არიან იძულებით გადაადგილებულ პირთა ადგილობრივი კომიტეტის წევრები, რომლებიც არჩეულნი არიან შენობაში.

2 არსებთან მნიშვნელოვანია, რომ შენობების მაცხოვრებლები გაუფრთხილდნენ ჩატარებული სარემონტო სამუშაოების შედეგებს რათა უზრუნველყონ თავისივე ჯანმრთელობისა და ცხოვრებისათვის აუცილებელი პირობების დაცვა იძულებით გადაადგილებულ პირთა ადგილობრივი კომიტეტებმა ორგანიზაცია უნდა გაუწიონ შენობის მაცხოვრებლებს რათა აიკრძალოს სატელეფონო ანტენების დაყენება სახურავზე, რაც გამოიწვევს სასურავის დაზიანებას

3 რემონტის პროცესში იძულებით გადაადგილებულ პირთა მხრიდან წამოჭრილი ნებისმიერი საკითხი, რომელიც შეეხება სამუშაოთა ხარისხს თუ სხვა სამშენებლო საქმიანობას განხილულ უნდა იქნას წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებათა საერთაშორისო ფედერაციის პროექტის ინჟინრის მიერ

**ნაწილი 2 შენობის მესაკუთრისა ან დირექტორის მოვალეობები**

1 შენობის მესაკუთრე ან დირექტორი სცნობს იმ ფაქტს, რომ წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებათა საერთაშორისო ფედერაცია აბრებს სარემონტო სამუშაოებს ჩატარებას აღნიშნულ შენობებში, სადაც ცხოვრობენ იძულებით გადაადგილებული პირები.

2 შენობების მესაკუთრე ან დირექტორი თანახმაა რომ იძულებით გადაადგილებული პირები შენობაში დარჩებიან ძანამდე სანამ საქართველოს მთავრობა არ უზრუნველყოფს მათ მშობლიურ მხარეში დაბრუნებას ან უზრუნველან თვითონ ისინი, თავისი ნებით, არ დაბრუნდებიან იქ

3 შენობების მესაკუთრე ან დირექტორი, როგორც შენობებში მაცხოვრებელი პირებისათვის დახმარების მიზნები პირი, გადადგას იხრუნის შენობის ნორმალურ მდგომარეობაში ყოფილსა და სარემონტო სამუშაოების ჩატარებაზე.

ნაწილი 3 წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებათა საერთაშორისო ფედერაციის მოვალეობანი

1 წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებათა საერთაშორისო ფედერაცია ჩაატარებს შენობებში შემდეგ სარემონტო სამუშაოებს

საქსის შეწყვეტა, ხე-ჩვენსკის ჩვენსა, შექნა, ტყალვტას და პინსკაქქა, -

2 წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებათა საერთაშორისო ფედერაციის მოვალეობები შეადგენს არის შემოფარგლული შემთხვევაში ჩამოთვლილი სამუშაოებით, რომლებსაც შეასრულებს კერძო კონტრაქტორები და უხელმძღვანელებენ ინჟინრები.

3 წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებათა საერთაშორისო ფედერაცია შეწყვეტს ამ ხელშეკრულებას, თუკი ხელშეკრულებს დანარჩენი მხარეები არ შეასრულებენ თავიანთ მოვალეობებს განსაზღვრულს ამ ხელშეკრულებაში.

4 მშენებლობის პროცესში წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებათა საერთაშორისო ფედერაცია უნდა ამოწმებდეს სამუშაოს მიმდინარეობას, ხარისხს რათა დაცული იქნას საერთაშორისო სტანდარტები.

5 წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებათა საერთაშორისო ფედერაცია სარემონტო სამუშაოებს წარმატებით დამთავრების შემდეგ, ჩააბარებს ობიექტზე შედამხედველობას ლტოლვილთა და განსახლების სამინისტროს

ნაწილი 4 ლტოლვილთა და განსახლების სამინისტროს მოვალეობანი.

1 ლტოლვილთა და განსახლების სამინისტრო წარმოადგენს ამ ხელშეკრულების მოწმეს და მისი განხორციელების გარანტს

2 ნებისმიერი პრეტენზიები სამუშაოების დასრულების შემდეგ განხილული იქნება მხოლოდ იმ შემთხვევაში, თუ ისინი დაფუძნებულია პირთა და განსახლების სამინისტროს მიერ

3 სამინისტრო იღებს პასუხისმგებლობას განხილვის ყველა პრეტენზია წარმოშობილი, ამ ხელშეკრულების მიხედვით ჩატარებულ სამუშაოებთან დაკავშირებით თუ ისინი (ეს სამუშაოები) შეესაბამება ამ ხელშეკრულებაში მოცემულ სამუშაოთა ნუსხას ფედერაციის მიერ ობიექტის ჩაბარება მოხდება მხოლოდ მას შემდეგ რაც ამ მშენებლობაში ჩართული კონტრაქტორი შესრულებულ სამუშაოებს ჩააბარებს ფედერაციას სამინისტროს შეუძლია კონტროლირებათ გამოიყენოს ფედერაციის მიერ კონტრაქტის დროს შედგენილი სამუშაოთა ნუსხა რომელსაც სამინისტრო გამოიყენებს ფედერაციის მიერ ობიექტის ჩაბარების დროს სამუშაოს სტანდარტებს შესამოწმებლად

ივენ კეკელიძის სელმოქვეყნის კეთანხმებით ზეით სამოთხლო კარობებს და ვდსკურებთ მათ სვენი სელმოქვეყნით

1 იმულებით გადაადგლებულ შროთა საზოგადოებრივი წარმომადგენელი

ნათელი გვარი  
(სახელი გვარი)

[Signature]  
(სელმოქვეყნა)

6/1/98  
(თარიღი)

2 შენობის ძესაკუთრე ან დირექტორი

\_\_\_\_\_  
(სახელი გვარი)

[Signature]  
(სელმოქვეყნა)

6/8/98  
(თარიღი)

3 წითელი ჯვრისა და წითელი ნახევარმთვარის საზოგადოებრთა საერთოქმორისო ფედერაციის წარმომადგენელი

T E TAYLOR  
(სახელი გვარი)

[Signature]  
(სელმოქვეყნა)

10 April 98  
(თარიღი)

4 ლტოლვილთა და განსახლების სამინისტროს წარმომადგენელი

გიორგი ჯაფარიძე  
(სახელი გვარი)

[Signature]  
(სელმოქვეყნა)

10/04/98  
(თარიღი)

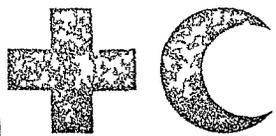
**6 TYPICAL PURCHASE AGREEMENT AND ORDER**

**TYPICAL PURCHASE AGREEMENT and ORDER  
CBA  
CONTRACT**

(As example Glass and wood Planks)

53





FEDERATION INTERNATIONALE DES SOCIETES DE LA CROIX ROUGE ET DU CROISSANT ROUGE  
INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES  
FEDERACION INTERNACIONAL DE SOCIEDADES DE LA CRUZ ROJA Y DE LA MEDIA LUNA ROJA

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## PURCHASE AGREEMENT

Made in Tbilisi, on 16 February 1998

### THIS AGREEMENT IS MADE BETWEEN

(A) The Georgian Delegation of the International Federation of Red Cross and Red Crescent Societies, hereinafter referred to as the "Federation Delegation", represented by the Head of Delegation,

and

(B) Sakhuravi-95 Co. LTD, Vazisubani 2 Mkr, build 11, tel 789 818, Tbilisi, represented by Mr Tamaz Shakarashvili (hereinafter referred to as "Seller"),

both parties hereinafter referred to as "Parties"

### PARTIES HAVE AGREED UPON THE FOLLOWING

#### Article 1

a By the present Agreement (hereinafter referred to as "Agreement"), the Seller shall deliver to the Federation Delegation 1896 m<sup>2</sup> (one thousand eight hundred ninety six square metres) of construction glass as described and specified in article 3 below (hereinafter "the Goods")

b The Seller shall deliver the Goods at the Federation Delegation's warehouse in Senaki, Georgia, within 3 days after signing of the Agreement (hereinafter "the Delivery Date")

c The Federation Delegation shall provide for off-loading at its warehouse in Senaki

d The Federation Delegation or its authorised representative reserves the right to refuse any part of the Goods which does not correspond to the description and specification mentioned under article 3. For this purpose the Federation Delegation, will check the quantity and quality of the Goods upon delivery and will issue to the Seller an Acknowledgement of Receipt of Goods and/or sign the Waybill provided by it to the Seller

## Article 2

a The purchase price per each square metre is 6 57 Lari (Six Lari and Fifty Seven Tetri), CPT (INCOTERM 1990) the Federation Delegation's warehouse. The total value of the Agreement amounts to **12 457 Lari** (Twelve Thousand and Four Hundred Fifty Six Lari), hereinafter referred to as "Purchase Sum"

b The Purchase Sum will be paid by the Federation Delegation to the Seller in the following instalments

- i first instalment amounting to 1,000 Lari on 11 February 1998,
- ii second instalment amounting to 5,000 Lari on 16 February 1998, and
- iii the final instalment amounting to 6,457 Lari, which will be paid after delivery of the Goods at the agreed destination and also after the quality and quantity of the Goods have been checked and approved by the Federation Delegation or its representative for possible damage or defects

c Payment of the final instalment shall be made no later than \_\_\_\_\_ days against the submission of the Acknowledgement of Receipt of Goods and/or signed Waybills, the invoice and other supporting documentation

d The Federation is entitled to withhold the value of any quantity or quality not accepted in accordance with article 1, letter c from the Purchase Sum until any claims are settled

e The Purchase Sum includes all direct and indirect taxes (including VAT) and other financial charges and liabilities arising from the Agreement, which are as a result the responsibility of the Seller

f All payments referred to above will be made in cash at the Federation Delegation's office in Tbilisi (*alternatively and much preferred " made by bank transfer to the by Seller designated bank account as specified in article 10)*)

## Article 3

All materials shall be in accordance with the Federation Delegation's instruction described as follows

Material name	Glass
Transparency	Full
Thickness	4 mm
Standard size	2 0X1 3 and 1 8X1 3 metres
Weight per sq m	8 kg
Type	3M-4M
Made in	Belarusia

## Article 4

- i In case of delivery after the Delivery Date referred to above under article 1 letter b the Georgian Delegation will reduce the Purchase Sum and hence instalment with

an initial penalty of one 100 (Hundred) Lari and an addition of 80 Lari (Eighty Lari) per each following working day that delivery is delayed

b The Seller shall inform the Federation Delegation in writing on causes of any delay or anticipated delay

c Article 4 a shall not apply in the event of *force majeure*, provided Seller informs the Federation Delegation in writing in advance, substantiating the conditions which have caused the *force majeure*. *Force majeure* includes the closure of roads by civil or military authorities

#### Article 5

a None of the Parties has the right to transmit its obligations to a third party without written consent of both Parties

b Any change or supplement to the Agreement must be completed in writing and signed by both Parties

c The Seller is responsible for obtaining any necessary governmental clearances for the sale and delivery, and for paying any associated taxes or tariffs therefrom

d The Federation Delegation however, will provide a letter to the Seller confirming that the Goods are purchased by it and meant for its humanitarian activities within the territory of Georgia

#### Article 6

Any disputes between the Federation Delegation and the Seller concerning the Agreement shall be solved and settled in a friendly way of mutual understanding. If Parties do not come to an agreement, the dispute will be solved by mediation and arbitration in that order. A mediator shall be mutually agreed upon between the Georgian Delegation and the Seller. Dispute settlement will be by Court of Georgia of relevant jurisdiction

#### Article 7

The Agreement will be effective as per February 10 1998 and will automatically terminate after delivery of the Goods in accordance with the Agreement and final settlement of the Purchase Sum

#### Article 8

a Issues not foreseen in the Agreement are resolved in accordance with Georgian legislation

b The Agreement is drafted in Georgian and English language, the Georgian version in twofold In case of any inconsistency between the English and Georgian text, the English text shall prevail

#### Article 9

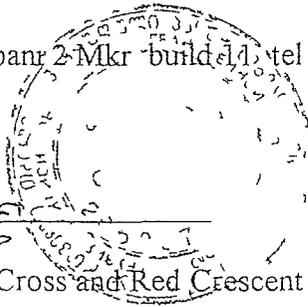
The juridical addresses of Parties are

Sakhuravi-95 Co LTD, Vazisubani 2-Mkr build 11, tel 789 818

Director

Tamaz Shakarashvili

(Signature) \_\_\_\_\_

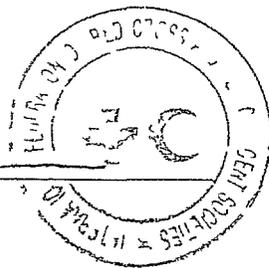


International Federation of Red Cross and Red Crescent Societies, Anton Katalikosi  
Str 7, Tbilisi, Georgia

Acting Head of Delegation

Ray de Sousa

(Signature) \_\_\_\_\_



#### Article 10 (Preferred Option)

Bank details of Seller



International Federation  
of Red Cross and Red Crescent Societies  
Georgia Delegation

7, Anton Katalikosi Street, Tbilisi 380005, Georgia  
Telephone (+995 32) 997882 / 988365 Fax (+995 32) 985976 E-mail ifrc@caucusus.net

To Kemularia

Attention

From Terry Taylor, Construction Delegate

Date 9 March 1998

Our file ref ZUG 05

**PURCHASE ORDER**

No

ZUG 05

(To be quoted in all correspondence)

Quantity	Material	Description	Price	Total
80 sq m	wood	Planks for partitions	9 Lari	720 Lari

**SPECIAL INSTRUCTIONS** Delivered to federation site engineer in Senaki

SIGNATURE

Account	5054	Activity	32512	Donor	DGUS	Project	GE523
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შენიშვნა: იხილეთ დანართი CBA 15/2 98 (თარიღი) ფანჯრებისა და კარების მწარმოებლებისთვის

**COMPARATIVE BID ANALYSIS (CBA)**

C 73  
70 00

Country Georgia

Quotation Request (QR) N

Community Details Production of wood windows and doors

Quantity	Kvatskoba Zugdidi				Raul Kemularia Zugdidi				Kvatskoba Zugdidi				Unit price	TOTAL	CHF Unit price	CHF Total													
	Unit Price	TOTAL	CHF Unit price	CHF Total	Unit price	TOTAL	CHF Unit price	CHF Total	Unit price	TOTAL	CHF Unit price	CHF Total																	
30	30	33.45	33.45	25	25	27.875	27.875	25	25	27.875	27.875	0	0	22.3	22.3	16	16	17.84	17.84	18	18	20.07	20.07						
50	50	55.75	55.75	41	41	45.715	45.715	43	43	47.945	47.945																		
				Included				Included																					
				No				No																					
				No				No																					
				No				No																					
				50	CHF	55.75		LARI	41	CHF	45.715		LARI	43	CHF	47.945													

Country	Georgia	Georgia	Georgia
N/A	N/A	N/A	N/A
Georgia	Georgia	Georgia	Georgia
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
Yes	Yes	Yes	Yes
On the moment of delivery			
Yes	Yes	Yes	Yes

Kvatskoba Zugdidi for Door production and Raul Kemularia for Windows  
 I hereby propose  
 Acceptability of proposal

Date 11/2/98  
 Prepared by [Signature]  
 Head of Department

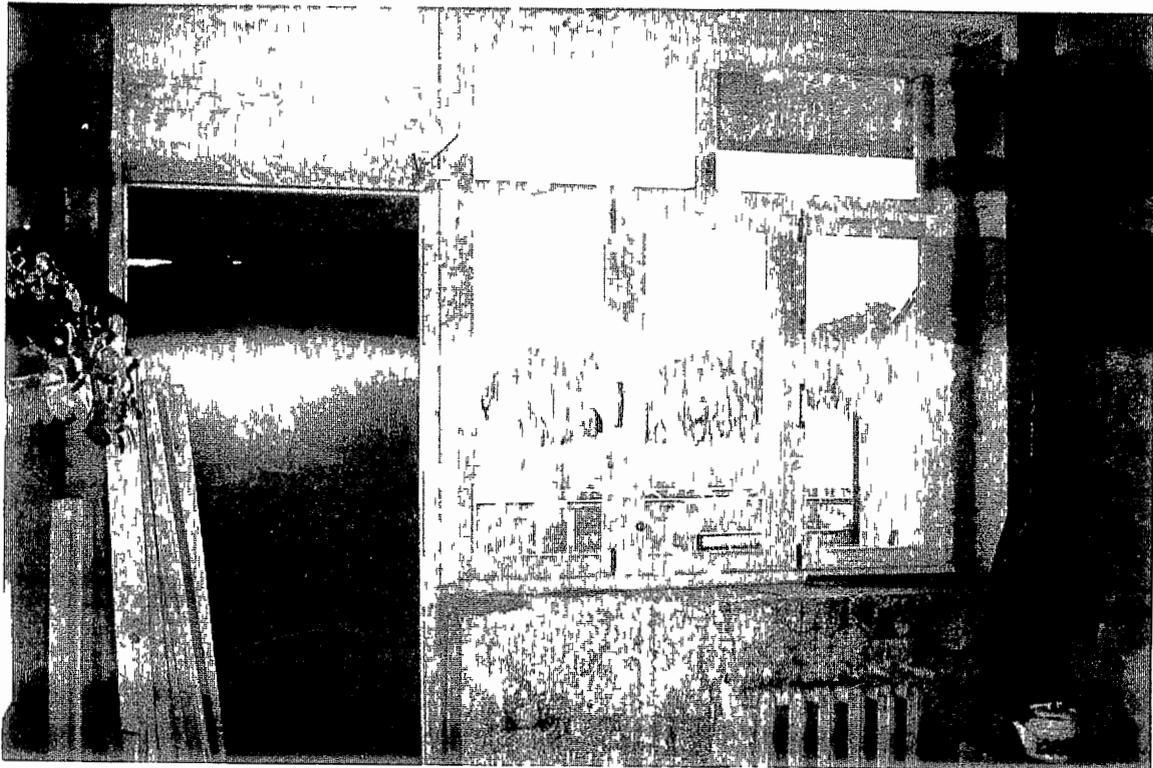
**BEST AVAILABLE COPY**

62

7 ILLUSTRATIONS

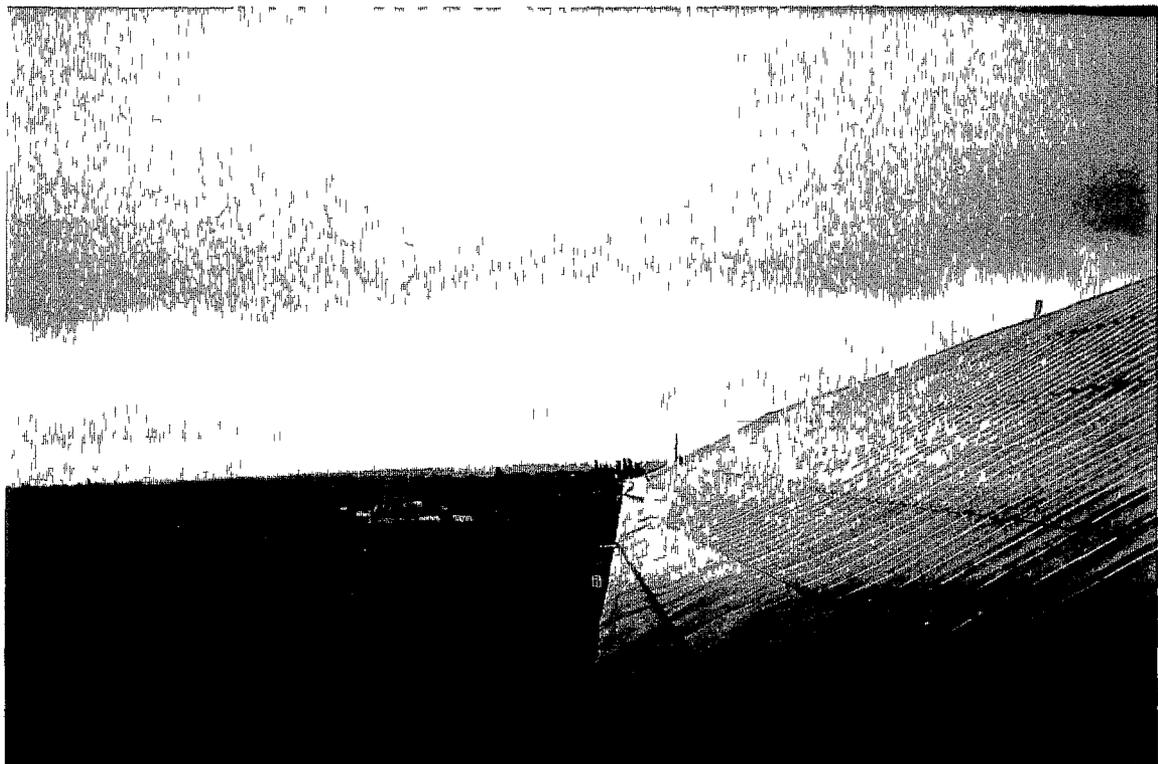
# KOLKHETI SANATORIUM, MENJI

Typical living room before and after renovation work



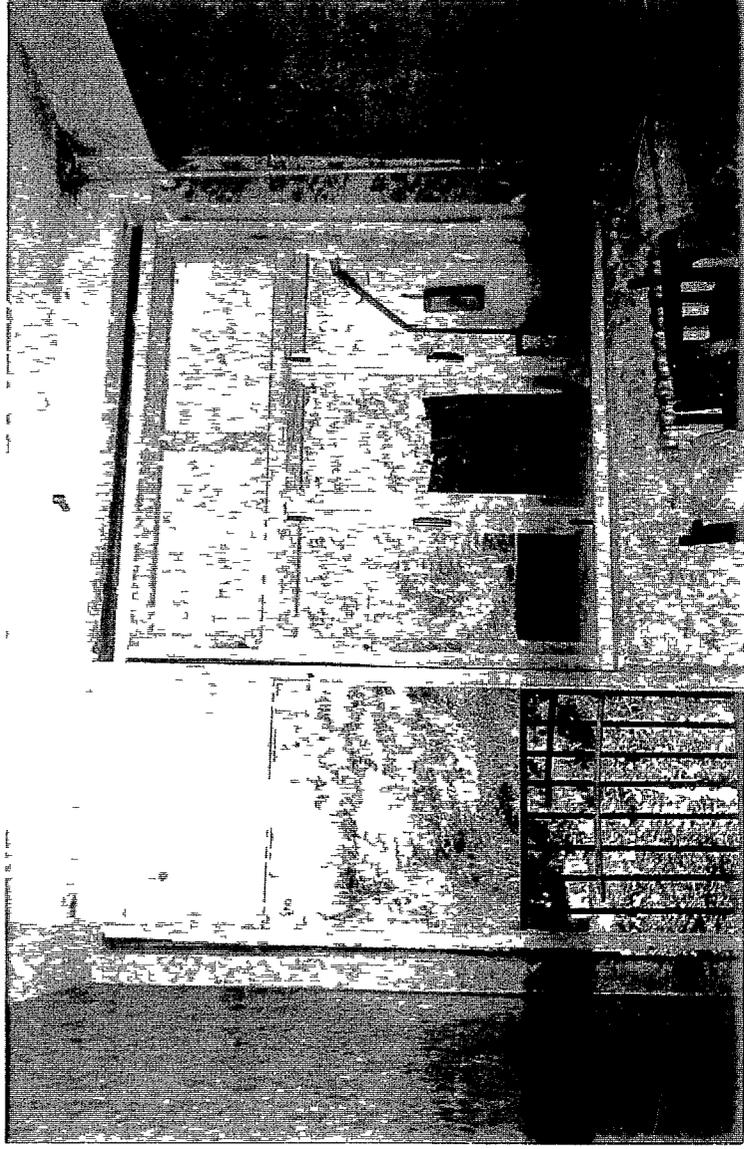
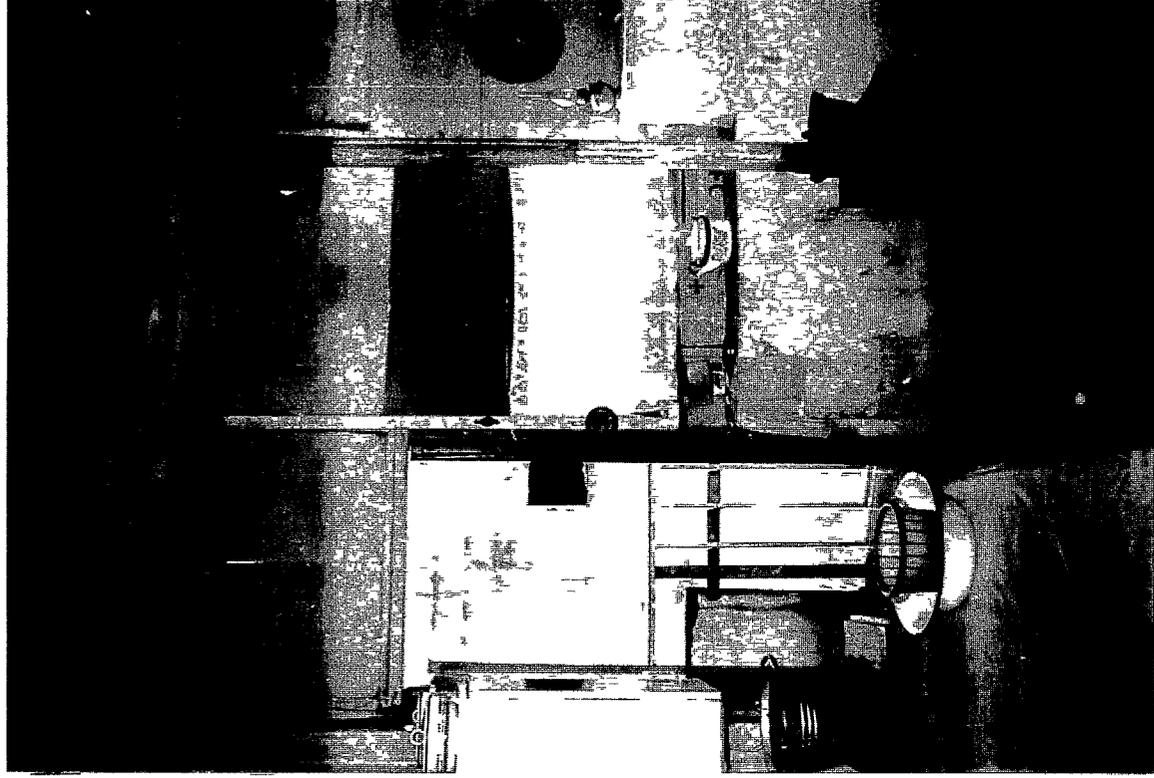
# SENAKI RAILROAD INTERNAT

Roofing before and after repair works



## KOLKHETI SANATORIUM, MENJI

Living room before and after repair work



**SECONDARY SCHOOL N 3, SENAKI**

During renovation of living rooms



**SECONDARY SCHOOL N 3, SENAKI**

New partition for lonely pensioner from Sukhumi and partition to separate multifamily room



**SECONDARY SCHOOL N 3, SENAKI**

New windows and floor



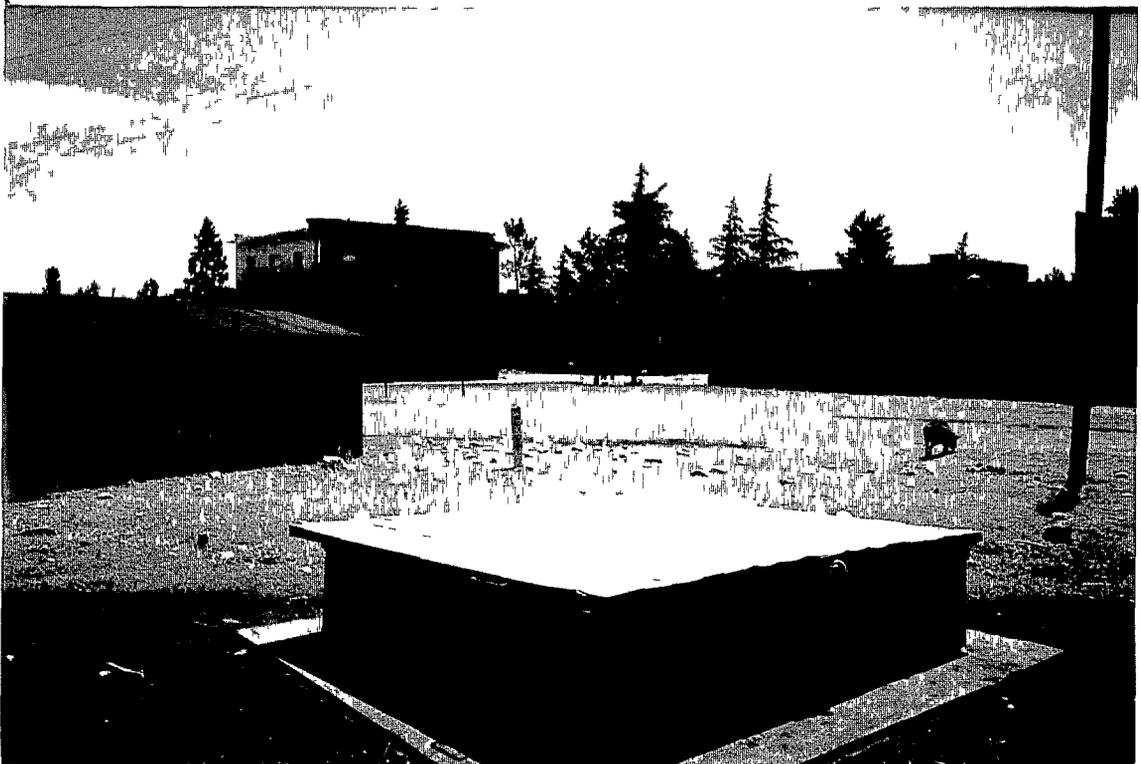
# KHONI MILITARY TOWN

Roof before and inspection of new repair by Construction Delegate



# KHONI MILITARY TOWN

IDPs participating in repair works and new well cover



**KOLKHETI SANATORIUM, MENJI**

Installation of new sinks and taps



8 USAID GRANT No ENI-G-00-97-00010-00



U S AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT

JUL 3 1997

Mr George Weber  
Secretary General  
International Federation of Red Cross  
and Red Crescent Societies  
17 chemin de Crets  
CH 1211 Geneva 19  
Switzerland

Subject Grant No ENI-G-00-97-00010-00

Dear Mr Weber

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the United States Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby grants to the International Federation of Red Cross and Red Crescent Societies (hereinafter referred to as "IFRC" or the "Grantee") the sum of Five Hundred Fifty Five Thousand Dollars (\$555,000) in response to the IFRC's Emergency Appeal 1997. These funds are intended to support the IFRC's project on IDP shelter rehabilitation and immunization social mobilization in Georgia, and the IDP camp water and sanitation improvement project in Azerbaijan, as further described in the Schedule of this grant and in Attachment 2, entitled "Program Description "

This grant is effective and obligation is made as of the date of this letter and shall apply to expenditures made by the Grantee in furtherance of program objectives during the period described in Section B (Period of Grant) of the Schedule

USAID understands that the IFRC plans to liaise closely with the American Red Cross on the use of the funds provided in this Grant, and expects to use Grant funds to cover the costs associated with a delegate from the American Red Cross, for a period equal to the anticipated Grant, for participation in Grant activities

This grant is made to the Grantee on the condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 (the Schedule), Attachment 2 (the Program Description), and Attachment 3 (the Standard Provisions), all of which have been agreed to by your organization

Please sign the original and all enclosed copies of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to me

Sincerely,

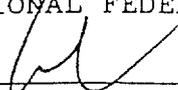
  
Donald L. Pressley  
Deputy Assistant Administrator  
Bureau for Europe and the New  
Independent States

Attachments

- 1 Schedule
- 2 Program Description
- 3 Standard Provisions

ACKNOWLEDGED

INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES

By  \_\_\_\_\_

Typed Name Christian Rechner

Title Director of Finance

Date July 17, 1997

FISCAL DATA

A GENERAL

A 1	Total Estimated USAID Amount	\$555,000
A 2	Total Obligated USAID Amount	\$555,000
A 3	Project Number	110-0001 6
A 4	USAID Project Officer	ENI/DGSR, Dennis Culkin
A 5	Funding Source	USAID/W

B NMS Funding Hierarchy

Azerbaijan grant

- Europe and the New Independent States
  - Overseas
    - Office of the AID/Armenia
      - Reduced Human Suffering and Crisis Impact-16
        - NIS Special Initiatives (Proj 0001)
          - Multilateral Humanitarian Assistance
            - International Federation of the Red Cross

Resource Category	410463 Grants, Subsidies & Contributions
Fund Account	NI97/98
Allottee Acronym	WNI797
Appropriation Symbol	727/81093
NMS Award No	ENI-G-00-97-00010-00
Period of Performance	Date of grant signature to 7/31/98
Amount	\$185,000

*EnRef due  
30 9 98*

Georgia grant

- Europe and the New Independent States
  - Overseas
    - Office of the AID/Rep Armenia
      - Reduced Human Suffering and Crisis Impact-18
      - NIS Special Initiatives (Proj 0001)
      - Multilateral Humanitarian Assistance
      - International Federation of the Red Cross - Georgia

Resource Category	410463 Grants, Subsidies & Contributions
Fund Account	NI97/98
Allottee Acronym	WNI797
Appropriation Symbol	727/81093
NMS Award No	ENI-G-00-97-00010-00
Period of Performance	Date of grant signature to 7/31/98
Amount	\$370,000

*Fin Rep doe  
30/9/98*

SCHEDULEA Purpose of Grant

The purpose of this Grant is to provide funding for the IFRC 1997 Emergency Appeal for the Caucasus. The Grant will be used for costs of three activities under the Appeal: (1) the water/sanitation improvement project for internally displaced person (IDP) camps in Azerbaijan, (2) the shelter improvement project for IDP accommodations in Georgia, (3) social mobilization to support mass immunization campaigns in Georgia. All three activities are more specifically described in Attachment 2 (Program Description) of this Grant.

B Period of Grant

The effective date of this Grant is the date of the cover letter and the estimated completion date is July 31, 1998.

C Amount of Grant and Payment

1 USAID hereby obligates the amount of \$555,000 for purposes of this Grant.

2 Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 (Standard Provisions).

D Grant Budget

The following is the Grant Budget. Revisions to this Budget shall be made in accordance with the Standard Provision of this Grant entitled "Revision of Grant Budget."

<u>Cost Element</u>	<u>Total Budget</u>	<u>Major Donor Contributions</u>
Azerbaijan 1997 emergency appeal	\$3,560,000	\$1,065,000 (EU) \$326,000 (Neth )
Camp water/sanitation		\$185,000 (USAID)

Georgia 1997 emergency appeal	\$2,600,000	\$130,000 (EU) \$522,000 (Neth )
IDP shelter project		\$360,000 (USAID)
Immunization mobil		\$ 10,000 (USAID)

E Reporting and Evaluation

1 Program Performance Planning and Reporting

(a) Project Implementation Plan

Not later than 30 days from the effective date of this Grant, the Grantee shall prepare and submit to the USAID Project Officer

Dennis Culkin  
USAID/ENI/DGSR/HRHA  
Room 2941 NS  
United States Agency for International Development  
Washington, D C 20523-0028

three (3) copies of a project implementation plan, with critical path indicators, for the full term of this Grant

(b) Program Performance Report

The Grantee shall prepare and submit brief quarterly program performance reports to the USAID Project Office specified above. These reports shall briefly present the following information

- status of work under the grant, including any problems encountered in implementing the work as detailed in the Program Description, and
- other pertinent information, including the status of finances and expenditures and, when appropriate, analysis and explanation of cost overruns or high unit costs

(c) Final Report

Within 60 days following the expiration date of this Grant, the Grantee shall submit three (3) copies of a final report to the USAID Project Office specified above. It will cover the entire period of the Grant and include all information shown in Section E 1 (b), in addition to any applicable

recommendations for future action or lessons learned from the activities under the Grant

2 Financial Reports

(a) In addition to the financial reports required in the Standard Provisions, the Grantee shall submit mid-term and final financial reports, with the program performance reports, to the Project Officer at the address indicated above. The Grantee's financial reports shall include expenditures of USAID grant funds provided hereunder during the reporting period. The format of the financial reports should follow the elements as established in the Budget.

(b) The quarterly "Financial Status Report" (SF-269A) shall indicate the costs by country. The costs may be distributed using the same percentages as the obligation percentages for each country.

3 Additional Report Copies

The Grantee shall prepare and submit 2 copies of each report required by this Grant to the Bureau for Program and Policy Coordination, Center for Development Information and Evaluation, Development Information Division (PPC/CDIE/DI). All documents should be mailed to

PPC/CDIE/DI  
ACQUISITION  
Room 209, SA-18  
United States Agency for International Development  
Washington, DC 20523-1802

The title page of all reports forwarded shall include a descriptive title, the author's name(s), grant number, the project number and title, grantee's name, name of the USAID program office, and the publication or issuance date of the report.

F Special Provisions

1 Conflicts between any of the Attachments of this Grant shall be resolved by applying the following descending order of precedence

- Attachment 1 - Schedule
- Attachment 3 - Standard Provisions
- Attachment 2 - Grantee's Proposal (Program Description)

2 The following provisions of Attachment 3, Standard Provisions, are not applicable to this Grant

- 1 308 3 15k(2) Payment (Cost Reimbursement)
- 2 308 3 15k(3) Letter of Credit
- 3 308 5 15j(2) USAID Sole Contributor
- 4 308 5 15j(3) United Nations Grants

3 (a) Unless otherwise authorized in writing by USAID, no USAID funds made available under this Grant may be used to provide assistance to the Government of Azerbaijan Where necessary to ensure timely and cost-effective delivery of humanitarian assistance commodities, Government of Azerbaijan physicians, nurses, and other personnel may take part in distributing commodities, such as medicine, to refugees, displaced persons, and other needy civilians determined by IFRC to qualify for such assistance In addition, humanitarian commodities may be transferred to Government personnel for the purposes of distribution to such refugees, displaced persons, or other needy civilians Also, where necessary to ensure timely and cost-effective delivery of humanitarian assistance commodities for such persons, Government of Azerbaijan facilities, such as warehouses, clinics, hospitals, and vehicles, may be used for the storage and distribution of such commodities In all cases, IFRC will maintain effective monitoring procedures to assure appropriate supervision over humanitarian commodities and their distribution to recipients, and IFRC will make all decisions regarding targeting and distribution of such commodities

(b) Incidental instruction by IFRC necessary for a Government physician, nurse, or other employee to safely and effectively deliver humanitarian commodities is permissible but shall be limited in duration and sharply focused

(c) The Grantee shall regularly and frequently inform USAID of its activities in Azerbaijan, particularly as they relate to cooperation with the Government of Azerbaijan and any proposed use of Government of Azerbaijan facilities Based on such information, USAID will provide further guidance as necessary

4 Unless USAID agrees otherwise in writing, motor vehicles financed under this Grant must be manufactured in the United States

ATTACHMENT 2

PROGRAM DESCRIPTION

INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES

SENAKI DISTRICT, GEORGIA

IDP SHELTER IMPROVEMENT PROJECT

## Project approach

### *What problems does the project address?*

The project seeks to improve the shelter and basic amenities conditions of approximately 4,700 Internally Displaced Persons who have been forced by civil war in Georgia to relocate to Senaki District from Abkhazia and now live in cramped, unhygienic collective Centres. There is continuing decay of the infrastructure of these Centres and no immediate prospect of return of the IDPs to Abkhazia.

### *What specific assessment have been made and by whom?*

During the latter part of 1996 a Civil Engineer employed by the Federation to carry out emergency rehabilitation works on nine Psychiatric Hospitals throughout Georgia, was asked by the International Federation relief team to carry out a brief initial assessment on a number of Collective Centres in West Georgia. It appeared that of the 11 sites visited, only 5 institutions catering for IDPs were suitable in terms of cost and need to contemplate a programme of rehabilitation. Of the others, some were found to be charging IDPs a monthly rent and others were found not to be cost effective to rehabilitate as renovation costs would exceed 60% of the costs of constructing a similar facility from scratch.

### *How do the proposed outputs and activities help solve these problems?*

By carrying out the proposed emergency rehabilitation, IDP families will be assured basic washing and toilet facilities, and some degree of protection from the elements. Some basic upgrading of the electrical systems in the centres will be carried along with, where necessary some flooring and painting.

*What would happen without this project?*

The whole 'package' of work will give the residents of these centres a basic level of amenities and shelter which at the moment is unsafe. Without this work being carried out, it can be assumed that diseases which are already prevalent in the collective centres may increase. The population in these Centres, particularly the elderly and sick would also continue to suffer during the extremely bitter winters without basic protection against the elements. Without this investment there will be a continuing deterioration of the fabric of these Centres which lead to ever rising costs to reverse the decay.

*What are the essential features of the project's operating environment including the problems and opportunities provided by the social, political, institutional and economic context, as relevant?*

Against a backdrop of severe economic and social dislocation, the plight of the Internally displaced persons (IDPs) in Georgia is extremely difficult. While many are finding means to survive, the opportunities to establish durable solutions to their predicament are very limited. Their displacement takes place against the general decline in social expenditure and lack of state support. Although these displaced Georgians from Abkhazia fall into the social welfare net and therefore receive a state pension, the \$ 7.50 they receive a month is hardly enough to buy their daily bread. Attempts for the approximately 250,000 IDPs to integrate into the society were initially supported to some degree by the Government. Recently, however, measures have been taken in Tbilisi to curtail the previously supported tolerated activities of the displaced. Kiosks that sell all types of food and drinks have tended to be the mainstay of the majority of urban dwelling IDPs. The government have recently taken steps to close these informal 'markets' down in a drive to clean up the capital city. Looking at the IDP population in the Centres in Senaki, many households would be dependent for income on males who are absent seeking employment or trading opportunities. The population would typically have large numbers of elderly and women as a result.

There are a total of approximately 15,000 IDPs within Senaki District, who fled from Abkhazia in 1993.

The current political stalemate surrounding the IDP's homeland of Abkhazia means that there is no immediate

8

expectation of even a partial return. The number of IDPs residing in collective accommodation varies from between 0 to 60 percent of the total IDP population in specific regions. One of the highest concentrations (30%) live in Senaki.

Living conditions of IDPs from Abkhazia, specifically those accommodated in Collective Centres' (sanatoria, hospitals, hostels, etc.) currently living in Senaki are extremely poor. The total absence of heating and electricity, broken window glass, leaking roofs, non-functioning toilets and showers are the basis of daily life for the residents.

The Government have no means to carry out any of the necessary works. Although some agencies, (IRC and OXFAM) have managed to carry out some emergency works to some accommodation, there are still unmet needs. The type of work that is envisaged in this programme is purely orientated towards emergency rehabilitation. This work, once completed would allow the residents some degree of protection from the elements, a measure of warmth and access to some basic washing facilities.

*Were any alternative approaches considered to the ones proposed?  
If so why were they rejected?*

As mentioned earlier, when the initial survey was carried out, the Construction delegate looked at the possibility of assisting a total of 11 collectives in Western Georgia. However, once an analysis was carried out, it seemed appropriate to only look for funding assistance to rehabilitate 5 Centres.

*Who are the main beneficiaries, and how will they benefit? Are there other stakeholders who may gain or lose as a result of the project? How will they be dealt with?*

We see the main beneficiaries of this program to be the IDPs whose accommodation will be upgraded to an extent where it becomes safe for continuing habitation. This will benefit approximately 4,700 IDPs. The average household is estimated at 4 persons.

The Georgian government and local authorities would be amongst the main stakeholders to gain from this work.

Up until now, the Ministry of Refugees and Accommodation have had virtually no budget to maintain such centres. Any inputs by the international community to assist in this work is always seen as most welcome as it allows the Ministry to allocate their meagre resources to other priority areas.

The Georgian construction companies and their employees contracted by the Federation in the project would be another main stakeholder. As will most other industries in the region, construction has virtually come to a halt and so any contracts signed with International agencies have been most welcome to the ailing economy of the country.

*Are the needs of particularly vulnerable or marginalised groups addressed? How?*

From all of the most recent assessments carried out by other agencies or donors, IDPs living in collective Centres have, in the majority, been found to be among the most vulnerable of the IDP community. Those displaced living in private accommodation often have more access to land and work than those in collectives and while stressful conditions exist in such households, they do not generally face the frequently appalling lack of basic amenities.

There is also a large elderly population within these centres whom the International Federation has always also identified as a vulnerable group.

*Will the beneficiaries of the project participate in its development and delivery? How?*

In terms of further elaboration of the scope of work there will be consultation with the leadership of the IDP communities in the Centres to ensure their views are considered, noting any special needs which may exist. In terms of implementation, while there may be some scope for participation in terms of unskilled labour, much of the work requires skilled labour and the projects will be implemented on a turn-key basis with contractors.

*Will men and women benefit from the project? How will they be handled?*

The project approach is to improve access to the Centre's population on a communal basis, as the Centres were

designed for such purposes. In view of the particular needs of women ( laundry in particular ) and the fact that they are generally residing in the Centres on more regular basis than the male population, it is essential that their views are actively sought during the next more detailed survey

*Are there specific issues in relation to conflict? How will any gender inequalities be handled?*

The IDP community in Western Georgia are aware that many funding agencies who have traditionally supported feeding programmes in the past are having to concentrate more and more on targeting the most socially vulnerable within both the IDP and local communities. Due to this, there is a certain amount of bitterness from the community who have up until now grown to expect the monthly humanitarian rations as their right. This along with the lack of real progress on the political front has made the IDPs somewhat bitter with their government, who they expect to maintain their rights in terms of food and other relief rations.

The Federation is fortunate in that it is one of the few agencies who are recognised by the majority of the IDP community as the first to bring them relief supplies. The Federation has in the early months of 1997 been engaged in a large scale feeding campaign of IDPs, funded by USAID, in the West of Georgia, where, unlike many other agencies operating in the region, we have been able to carry out the projects without major incident.

There is always some possibility of conflict within these communities, but by working with the Government agencies and the Refugee Committees in each of the centres, the International Federation does not foresee significant risks of conflict within this particular programme.

*Do indigenous systems or services already exist that would normally be expected to address the needs outlined in this project? Does this project strengthen and underpin these or could it undermine them?*

As outlined earlier in this proposal, we do not see any mechanism that currently addresses the needs of these IDPs. While the Government should be shouldering more of the responsibility of carrying out these repairs, due to the

28/04 97 SAT 11 11 FAX ++4122 733 03 95

IRFC GENEVA

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extremely difficult economic situation they find themselves in, there is not an adequate tax base to fund such activities. There is not a significant risk that this project could displace or undermine Governmental efforts.

*Are any of the structures or services to be established by this project intended to be sustainable? If so how will sustainability be attained?*

Unfortunately, the very nature of the work that the Federation is proposing to carry out should be seen as having only a relatively short term life-span. This is not to say that it is not essential, but that overall aim will be to allow these centres to remain open and habitable for a period of not less than three years, after which, if a political solution is finally reached, they will be returned to their original use.

*What lessons have been learnt from previous experience in the area or type of project?*

The Federation has been involved in similar refugee accommodation projects in Former Yugoslavia where the displaced were housed in hotels and public buildings. It was felt that if large amounts of money were spent in improving these facilities, the owners of the hotels might be tempted and turn the refugees out in order to take in paying customers. It is therefore essential that the scope of work is only sufficient to maintain the very basic amenities.

From the Federation's experience in the previous Institutional Rehabilitation programme a number of companies have been identified as being able to carry out the specific type of work we would be looking for in this programme.

The full time Construction Assistant, a qualified architect, will be able to give the incoming Civil Engineer valuable information gained from the previous projects.

## Implementation arrangements

The International Federation has operated its programmes in Georgia since 1993 from its headquarters in Tbilisi and from three regional Relief Offices located in Tbilisi, Kutaisi, and Batumi. This network of regional offices, each headed by professional expatriate relief delegates with a staff of national relief workers, monitors and distributors, permits the International Federation to conduct a comprehensive nation-wide programme. Each regional office works closely with local Welfare Ministries, Refugee Councils and branches of the Georgian Red Cross Society to target beneficiaries with a high degree of accuracy, and ensure that distributions reach their intended recipients through extensive pre-and post-distribution monitoring. In addition, each regional office maintains a warehouse facility with rail access, full time security, and professional staff.

The programme will be supervised by skilled construction staff in the service of the Federation. The programme will be run out of the Kutaisi Regional Office. During 1996, the Federation carried out similar emergency rehabilitation work in 9 Psychiatric Hospitals throughout Georgia. The standard of work was of the highest order, and monitored by the International Federation Construction delegate. This delegate carried out the initial survey of the Collectives that are included in this proposal.

The Federation attends all the regular co-ordination meetings with the other major NGOs working in both reconstruction and other relief fields. The CBHIA is the national Georgian Government agency assigned to co-ordinate humanitarian affairs. Meetings have been held with the Ministry of Refugees and Accommodation to gain as much information on the problems facing the collective Centres and to inform them of the International Federation's planning for 1997. Further meetings will take place once a firm pledge is received from a donor source.

The two other main agencies involved in the rehabilitation of Collective Centres are OXFAM and the International Rescue Committee. The previous Construction Delegate built up an excellent working relationship with both of these organisations. Close co-ordination with these two agencies would be essential as some small scale improvements have already been carried out by these agencies in the same region that the Federation has

26/04 97 SAT 11 12 FAX ++4122 733 03 95  
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009

identified These efforts by other agencies have not been extensive

The work they have carried out varies from the building of a small number of prefabricated buildings that house IDP families to small scale emergency improvements

The timescale of the programme would be 6 months

ACTIVITY	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
CONSTRUCTION SURVEY AND SCOPE OF WORK	xxxxxxx x					
PREPARE BILLS OF QUANTITIES WITH CONSTRUCTION COMPANIES	xxxxxxx x					
ORGANISE BIDDING		xxxxxxx x				
ANALYSE RESULTS		xxxxxxx x				
MODIFY BUDGET		xxxxxxx x				
SELECT CONSTRUCTION COMPANIES		xxxxxxx x				
IMPLEMENT PROGRAMME			xxxxxxx x	xxxxxxx x	xxxxxxx	
FINAL REPORTING						xxx

In terms of reliable means of costing project inputs, the implementation of tendering will ensure that all construction company services are as competitive as possible. Added to this the experience gained by the Delegation during similar work that was implemented during 1996, the Federation feels confident in being able to cost the scope of works required in this project. It is clear that the budget is based on previous experience and an informed view of the work which is necessary, but within the overall budget, further modifications will be required during Months 1 and 2.

It will be up to the construction companies themselves to procure and transport all the required building supplies. From previous experience, locally accepted sanitary and hygiene supplies will be used, with virtually no inputs from Turkey.

In terms of monitoring the programme, the Construction Delegate and his Assistant will pay regular visits to each site during the course of the project. The design of the contract is such that payments will be made only after certain stages of work have been completed. So apart from a small mobilisation fee that is paid at the start of work, payments will be made in up to three stages. A penalty clause is included in each contract in case of late completion of work. Ten percent of the contract sum for each contract will be held back for three months as a retention fee, to be paid out after three months only if the work carried out shows no obvious defects. At this point an evaluation of the entire project can be undertaken.

All reporting will be through the Federation Secretariat in Geneva.

#### Analysis of risks

- One worry prior to the start of the International Federation's expansion into the rehabilitation field in Georgia, was in regards to the quality of work carried out by the contractors. From the work carried out in 1996, the International Federation has been able to identify a number of very capable companies who now comply to the high standards that they need to achieve if they are to a) win the contract and b) satisfy our standards in terms of quality of work.

26/04 97 SAT 11 13 FAX ++4122 733 03 95 IRFC GENEVA

011

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The possibility of a mass repatriation of IDPs to Abkhazia is highly unlikely in the foreseeable future

The Federation is well known in the region and there is unlikely to be any political unrest targeted at the project workers

There seem to be no problems in Georgia procuring the necessary materials for the work

In order to minimise risks within the implementation of the programme, the Federation will make the following safety provisions

Specific scopes of work to ensure contractors are obligated to certain standards of work

A series of staged payments as opposed to lump sum payments to ensure work is completed on schedule and to the correct specification

Good communications with the Ministry of Refugees and Accommodation

Good knowledge of the construction industry in Georgia

There will be a minimum presence of Federation staff 'on site', with only regular inspections being carried out. Although no violent conflict is expected in these centres, because the Federation will be employing contractors on the projects, there will be no capital assets at risk

The biggest risk is in terms of timing - if there are significant delays in project start-up, it will prove difficult to achieve the project objectives before the onset of winter

PROJECT LOGICAL FRAMEWORK - Emergency Rehabilitation of Collective Accommodations for Internally Displaced Centres in Georgia

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><b>GOAL</b></p> <p>The programme will contribute to improve the living conditions of the IDPs living in Western Georgia</p>	<ul style="list-style-type: none"> <li>- There will be visible improvements to the basic living conditions of the IDPs living in the region</li> <li>Health indicators will not deteriorate</li> <li>Physical and psychological well being of IDPs will be maintained</li> <li>The project will provide a model for further initiatives of this kind if appropriate</li> </ul>	<p>Assessment of the work through surveys and interviews with focus groups of the IDP community to ensure their satisfaction of the work completed</p> <ul style="list-style-type: none"> <li>- Informal and formal reports on health status of IDPs</li> <li>- Site visits</li> <li>- Project evaluation in spring 1998 to measure appropriateness, quality cost effectiveness</li> </ul>	<p>The political situation within Georgia will remain stable during the course of the programme</p> <ul style="list-style-type: none"> <li>- There will be no mass repatriation of IDPs to Abkhazia</li> <li>The Centres will remain open to the IDP community</li> </ul>
<p><b>PURPOSE</b></p> <p>To improve the shelter and basic amenities of approximately 4,700 IDPs living in 5 Collective Centres in Senaki District</p>	<p>By the end of the six month project the Federation will have upgraded the facilities of five Collective Centres and improved the living condition of their inhabitants</p> <p>Numbers of IDPs with access to improved amenities and shelter</p> <p>Opinions of IDPs of conditions in Centres and whether the work carried out has achieved objectives</p>	<p>Site visits and checks by the Construction delegate checks on standards laid out in the scope of work and contracts with construction companies</p> <ul style="list-style-type: none"> <li>- Staged payments to companies only after site is checked by delegate and standard of work accepted</li> <li>Retention of funds held by Delegation and only released after the successful completion of the work</li> <li>Survey of population of Centres</li> <li>Representative opinion survey of residents ( before and after work to be carried out )</li> </ul>	<ul style="list-style-type: none"> <li>- Funds are made available in time for project time-table to complete prior to onset of winter 97/98</li> <li>A construction delegate is deployed to the field</li> <li>Construction companies can be found to carry out the work.*</li> <li>- Materials are available to complete the rehabilitation*</li> <li>* Not considered significant risks</li> </ul>
<p><b>OUTPUTS</b></p> <p>Acceptable shelter and basic amenities provided to approximately 4 700 IDPs living in five institutions in Senaki District</p>	<p>11 Five institutions will have the active sections rehabilitated to a high standard by the end of the programme period</p>	<ul style="list-style-type: none"> <li>- Monthly progress reports against work schedule</li> <li>- Monthly financial reports against payment schedule</li> <li>Survey of five completed mini projects</li> <li>Final payments to construction companies made</li> </ul>	

26/04 97 SAT 11 14 FAX ++4122 733 03 95

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014

64

ACTIVITIES	INPUTS	INPUTS	OUTPUTS
<p>Hire Construction delegate            Carry a full survey of sites            Reach agreement with authorities            Prepare bill of quantities and tender documents            Organise bidding            Analyse results and select construction companies            Implement work            Carry out site inspections/ interim reporting            Final reporting            Evaluation of project</p>	<p>- Suitable qualified delegate is recruited            - After initial period, all sites have been surveyed and bills of quantities and tender document have been prepared            Companies with good previous experience are contracted            The site visits indicate the work is up to standard required            Completion of contracts</p> <p>The International Federation is requesting a total of USD 490 000 for this project - see budget attached</p>	<p>- Contract signed with Delegate, commencement of Delegate's mission            Survey report            - Bills of quantity, tender documents            - Contracts with construction companies            - Site visit reports            - Monthly reports from Construction delegate            - Quarterly and Final reports to USAID            - Final payments to contractors            - Final financial report            Evaluation report</p>	<p>- Companies fulfil their contractual obligations in terms of work rates and quality of work</p>

26/04 97 SAT 11 15 FAX ++4122 733 03 95

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015

ATTACHMENT 3

STANDARD PROVISIONS

STANDARD PROVISIONS  
Grants to Public International Organizations (PIO)

308 5 15a ALLOWABLE COSTS

ALLOWABLE COSTS (JULY 1988)

1) The grantee shall be reimbursed for costs incurred in carrying out the purposes of this grant which are reasonable, allocable, and allowable

a Reasonable shall mean those costs that do not exceed those which would be incurred by an ordinarily prudent person in the conduct of normal business

b Allocable shall mean those costs which are necessary to the grant

c Allowable shall mean those costs which are reasonable and allocable, and which conform to any limitations set forth in this grant

2) Prior to incurring a questionable or unique cost, the grantee is encouraged to obtain the grant officer's written determination as to whether the cost will be allowable

308 5 15b REFUNDS

REFUNDS (DECEMBER 1996)

1) If the grantee earns interest on Federal advances prior to expending the funds for program purposes, the grantee shall remit the interest annually to USAID

2) Funds obligated by USAID but not disbursed to the grantee at the time the grant expires or is terminated shall revert to USAID, except for such funds encumbered by the grantee by a legally binding transaction applicable to this grant. Any funds advanced to but not expended by the grantee at the time of expiration or termination of the grant shall be refunded to USAID except for such funds encumbered by the grantee by a legally binding transaction applicable to this grant

3) If, at any time during the life of the grant, or as a result of final audit, it is determined that USAID funds provided under this grant have been expended for purposes not in accordance with the terms of this grant, the grantee shall refund such amount to USAID

308 5 15c REVISION OF GRANT BUDGET

REVISION OF GRANT BUDGET (JULY 1988)

1) The approved grant budget is the financial expression of the grantee's program as approved during the grant award process

2) The grantee shall immediately request approval from the grant officer when there is reason to believe that within the next 30 calendar days a revision of the approved grant budget will be necessary for any of the following reasons

a To change the scope or the objectives of the program and/or revise the funding allocated among program objectives by more than ten percent of the total budget amount unless the schedule states otherwise

b Additional funding is needed

c The grantee expects the amount of USAID authorized funds to exceed its needs by more than \$5,000 or five percent of the USAID award, whichever is greater

3) Except as required by other provisions of this grant specifically stated to be an exception from this provision, the Government shall not be obligated to reimburse the grantee for costs incurred in excess of the total amount obligated under the grant. The grantee shall not be obligated to continue performance under the grant (including actions under the "Termination Procedures" provision) or otherwise to incur costs in excess of the amount obligated under the grant, unless and until the grant officer has notified the grantee in writing that such obligated amount has been increased and has specified the new grant total amount

308 5 15d TERMINATION PROCEDURES

TERMINATION PROCEDURES (JULY 1988)

This agreement may be terminated, in whole or in part, by either party at any time upon 30 days written notice of termination. Upon receipt of and in accordance with a termination notice from the grant officer, the grantee shall take immediate action to cease all expenditures financed by this grant and to cancel all unliquidated obligations if possible. Further, upon receipt of notice of termination, the grantee shall not enter into any further obligations under this grant. Except as provided below, no further reimbursement shall be made after the effective date of termination. The grantee shall within 30 days of the

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effective date of termination repay to the Government all unexpended USAID funds which are not otherwise obligated by a legally binding transaction applicable to this grant. Should the funds paid by the Government to the grantee prior to the effective date of termination be insufficient to cover the grantee's obligations in a legally binding transaction, the grantee may submit to the Government within 90 days after the effective date of termination a written claim for such amount. The grant officer shall determine the amount(s) to be paid by the Government to the grantee under such claim in accordance with the "Allowable Costs" provision of this grant.

308 5 15e INVESTMENT PROMOTION

INVESTMENT PROMOTION (JANUARY 1994)

No funds or other support provided hereunder may be used in a program or activity reasonably likely to involve the relocation or expansion outside of the United States of an enterprise located in the United States if non-US production in such relocation or expansion replaces some or all of the production of and reduces the number of employees at, said enterprise in the United States.

No funds or other support provided hereunder may be used in a program or activity the purpose of which is the establishment or development in a foreign country of any export processing zone or designated area where the labor, environmental, tax, tariff, and safety laws of the country would not apply, without the prior written approval of USAID.

No funds or other support provided hereunder may be used in an activity which contributes to the violation of internationally recognized rights of workers in the recipient country including those in any designated zone or area in that country.

This provision must be included in all subagreements.

308 5 15f NONLIABILITY

NONLIABILITY (JULY 1988)

USAID does not assume liability for any third party claims for damages arising out of this grant.

308 5 15g AMENDMENT

AMENDMENT (JULY 1988)

The grant may be amended upon mutual consent of the parties by formal modifications to the basic grant document or by means of an exchange of letters between the grant officer and an appropriate official of the grantee

308 5 15h NOTICES

NOTICES (JULY 1988)

Any notice given by USAID or the grantee shall be sufficient only if in writing and delivered in person, mailed, or cabled as follows

To the USAID grant officer, at the address specified in the grant

To grantee, at grantee's address shown in the grant or to such other address designated within the grant

Notices shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later

308 5 15i PUBLICATIONS AND MEDIA RELEASES

PUBLICATIONS AND MEDIA RELEASES (FEBRUARY 1994)

(This provision is applicable when publications are financed under the grant )

1) If it is the grantee's intention to identify USAID's contribution to any publication, video or other information/media product resulting from this grant, the product shall state that the views expressed by the author(s) do not necessarily reflect those of USAID Acknowledgements should identify the sponsoring USAID Office and Bureau or Mission as well as the U S Agency for International Development substantially as follows

"This [publication, video or other information/media product (specify)] was made possible through support provided by the Office of \_\_\_\_\_, Bureau for \_\_\_\_\_, U S Agency for International Development, under the terms of Grant No \_\_\_\_\_ The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the U S Agency for International Development "

2) The grantee shall provide the relevant strategic objective or results package team with one copy of all published works developed under this grant and with lists of other written work produced under the grant

3) Except as otherwise provided in the terms and conditions of the grant, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this grant, but USAID reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for U S Government purposes

308 5 15j AUDIT AND RECORDS PROVISIONS

Choose one of the following provisions as appropriate

1) Standard

(This provision is applicable when USAID is not the sole contributor to the grant program

AUDIT AND RECORDS (STANDARD) (JULY 1988)

The grantee shall maintain books, records, documents, and other evidence in accordance with the grantee's usual accounting procedures to sufficiently substantiate charges to the grant The Grantee confirms that this program will be subject to an independent audit in accordance with the Grantee's usual auditing procedures, and agrees to furnish copies of these audit reports to USAID along with such other related information as may be reasonably requested by USAID with respect to questions arising from the audit report

2) USAID Sole Contributor

(This provision is applicable when USAID is the sole contributor to the grant program )

AUDIT AND RECORDS (USAID SOLE CONTRIBUTOR) (JULY 1988)

The grantee shall maintain books, records, documents, and other evidence in accordance with the grantee's usual accounting procedures to sufficiently substantiate charges to the grant The Grantee agrees to make available to USAID or the Comptroller General of the United States all records and documents which support expenditures made under this program

## 3) United Nations Grants

(This provision is applicable to grants to the United Nations when USAID is not sole contributor. When this provision is used the "Reporting and Evaluation" clause in the grant schedule should be deleted.)

## Audit and Records (U N Grants) (July 1988)

a. It is agreed that the grantee will furnish the U S government with a final report on activities carried out under this grant, including accounting for these funds in sufficient detail to enable USAID to liquidate the grant. The report should be submitted to the U S Mission to the U N in New York for forwarding to the USAID program office.

b. It is understood that financial records, including documentation to support entries on accounting records and to substantiate charges against the grant, shall be maintained in accordance with the Grantee's usual accounting procedures, which shall follow generally accepted accounting practices. All such financial records shall be maintained for at least three years after the final disbursement of funds under this grant.

c. The Grantee confirms that the grant account will be audited in accordance with established procedures under appropriate provisions of the financial regulations and rules of the United Nations.

## 308 3 15k PAYMENT

One of the following payment provisions shall be inserted as appropriate.

## 1) Periodic Advance

(This provision is applicable when (i) the grantee maintains procedures to minimize the time elapsing between the transfer of funds and the disbursement thereof and (ii) the grantee's financial management system meets generally accepted accounting standards for funds control and accountability.)

## PAYMENT (PERIODIC ADVANCE) (OCTOBER 1991)

a. Periodic advances shall be limited to the minimum amounts needed to meet current disbursement needs and shall be scheduled so that the funds are available to the grantee as close as is administratively feasible to the actual disbursements by the grantee for program costs. Cash advances made by the grantee to secondary recipient or the grantee's field organizations shall

conform substantially to the same standards of timing and amount as apply to cash advances by USAID to the grantee

b The grantee shall submit requests for advances (using SF-270, "Request for Advance or Reimbursement") at least monthly to the paying office specified in the grant letter. Requests shall state the estimated disbursements to be made during the period covered by the request, less the estimated balance of cash on hand at the beginning of the period and the advance amount being requested.

c The grantee shall submit a "Financial Status Report" (SF-269A) quarterly, no later than 30 days after the end of the period, to the paying office specified in the grant letter. The report shall show disbursements, advances received, and any cash remaining on hand for the period covered by the report. Within 90 days following the expiration of the grant, the grantee shall submit a SF-269A showing total disbursements, total advances received, and any cash remaining on hand, which will be refunded to USAID.

d If at any time, the USAID Controller determines that the grantee has demonstrated an unwillingness or inability to (i) establish procedures that will minimize the time elapsing between cash advances and the disbursement thereof, (ii) timely report cash disbursements and balances as required by the terms of the grant, and (iii) impose the same standards of timing of advances and reporting on any sub-recipient or any of the grantee's overseas field organizations, the USAID Controller shall advise the grant officer who may suspend or revoke the advance payment procedure.

## 2) Cost-Reimbursement

(This provision is applicable when the grantee does not meet the standards for a letter of credit or for periodic advances)

### PAYMENT (COST-REIMBURSEMENT) (JULY 1988)

The grantee shall submit to the paying office indicated in the grant letter an original and 3 copies of SF 1034, "Public Voucher for Purchases and Services Other Than Personal" and SF 1034A, Continuation of SF 1034, normally once a month, but in any event no less than quarterly. Each voucher shall be identified by the grant number and shall state the total costs for which reimbursement is being requested.

## 3) Letter of Credit

(This provision is applicable when a Letter of Credit is requested by the grantee and approved by USAID's Office of Financial Management )

## PAYMENT (LETTER OF CREDIT) (FEBRUARY 1997)

a Payment under this grant shall be by means of a Letter of Credit (LOC) in accordance with the terms and conditions of the LOC and any instructions issued by the USAID Bureau for Management, Office of Financial Management, Cash Management and Payment Division (M/FM/CMP)

b As long as the LOC is in effect, the terms and conditions of the LOC and any instructions issued by M/FM/CMP constitute the payment conditions of this grant superseding and taking precedence over any other clause of this grant concerning payment

c The grantee should have written procedures that minimize the time elapsing between the transfer of funds and disbursement by the recipient The grantee shall exercise prudent management of Federal funds by drawing only those funds which are required for current use The timing and the amount of the drawdown shall be as close as is administratively feasible to the actual disbursements by the grantee for direct program or activity costs and the proportionate share of any allowable indirect costs

d If the LOC is revoked payment may be made on a cost-reimbursement basis, in accordance with paragraph (f) of this clause

e Revocation of the LOC is at the discretion of M/FM/CMP after consultation with the grant officer Notification to the recipient of revocation must be in writing and must specify the reasons for such action

f If the LOC is revoked, the grantee shall submit to the USAID Controller an original and 3 copies of SF 1034, Public Voucher for Purchases and Services Other Than Personal and SF 1034A, Continuation of SF 1034, normally once a month, but in any event no less than quarterly Each voucher shall be identified by the grant number and shall state the total costs for which reimbursement is being requested

Name of Centre	Number of Residents	Active useful space	Rehabilitation costs in USD
SENAKI TOWN SANATORIUM	600	3 980	102 000
SENAKI POLYTECHNIC 139	220	1 140	30 000
SENAKI SANATORIUM	200	1 040	27 000
SENAKI POLYTECHNIC	180	900	24 000
KHONI AND KOPITNARI SANATORIUM	3,500	9 630	249 000
TOTAL	4 700	16 670	432,000

28/04 97 SAT 11 14 FAX ++4122 733 03 95

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013

105