

# UNDP MOLDOVA / INTEGRATED LOCAL DEVELOPMENT PROGRAMME

## TERMS OF REFERENCE FOR CONSULTING SERVICES (Engineer - Consultant in Local Development)

### TECHNICAL ASSISTANCE FOR COMMUNITIES WHILE PREPARING AND IMPLEMENTING PROJECTS WITHIN UNDP/ILDP

#### **I. Background**

Over the past years, the United Nations Development Programme in Moldova (UNDP) witnessed a number of successes and good achievements in local development field using mechanisms for citizens' and civil society's transparent involvement in decision making and implementation processes.

For the purpose of ensuring sustainability for the results already achieved in the field, it is necessary to continue making efforts so as to get community and local public authorities involved in local, sustainable, community-led development.

At present, UNDP is implementing Integrated Local Development Programme (ILDP). Two of ILDP components, Community Empowerment and Local Self-Governance and Participation Projects are dealing directly with local public authorities and community groups, and have major interventions at community level aiming to enable communities and integrate local public authorities in local and regional sustainable development.

Actually, UNDP/ILDP is implementing several initiatives at local level, i.e. local economic development and also participates in the implementation of inter - agency Project „Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova”, in collaboration with other UN programs UNFPA and IOM, and OSCE.

Regarding the Project “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova”, under the Integrated Local Development Program, UNDP will grant support and technical assistance for target-communities to identify strategic development priorities in prevention of domestic violence and human trafficking, and implement local development projects via population's large participation and local public authorities' collaboration with civil society and private sector.

As for local economic development, UNDP/ILDP will assist local communities from ILDP target region in improving the quality of life, creating new economic opportunities and fighting poverty; - priorities established in regional and national development strategies. This will be possible through supporting local authorities from towns in implementing already developed local economic development (LED) strategies linked with national medium term development frameworks and localizing the MDGs.

#### **II. Consultancy objective and specific character of the issue**

One of UNDP's aims under the given programme fulfillment is to build capacities and enable LPAs and communities with skills and knowledge for preparing and carrying out capital investments within the local development projects implementation, based on such principles as transparency and large involvement of the population benefiting from these investments.

ILDP's assistance shall focus mainly on project's preparing and evaluation, and supervision of projects' implementation in line with UNDP/ILDP operational documents' requirements. Community Empowerment Project (CEP) and Local Self-Governance and Participation Project (LSGP) under the ILDP Programme is responsible for projects' registration, qualitative evaluation and supervision during their implementation cycle.

Engineers – Consultants in Community Development will work within CDP Project. They should prove basic training in civil engineering and knowledge in community mobilization for development projects' fulfillment. Consultants will be held responsible for „Protection and Empowerment of Victims of Human

Trafficking and Domestic Violence in Moldova” project promotion and will provide technical assistance to local public authorities and groups from community in regards to technical, engineering, environment, investment and national legislation issues during the entire cycle of projects’ implementation, maintenance and further development.

### **III. Consultant’s duties and obligations**

The main duty and obligation of Engineer - Consultant in Community Development is to assist and consult the local public authorities and groups from community in assessing, preparing and supervising qualitative carrying out of civil works, contract fulfillment monitoring and periodical performance evaluation during projects’ implementation process.

For the given purpose, the Engineer - Consultant shall carry out the following tasks:

1. To provide assistance to communities for designing local development project drafts.
2. To study in the office the data about the community from the documents compiled in project proposal and other central data sources.
3. To verify the due-diligence of the project draft according to the eligibility and preliminary evaluation criteria in line with the operational documents used by ILDP.
4. To organize project proposal assessment in the field, with the participation of representatives from mayoralities, local counselors and beneficiary groups who have actually submitted the project application. The following shall be verified during the given *participatory* assessment: community members’ participation in the identification of local development project proposals, sustainability assurance, environment impact, mother and child impact, project costs and feasibility, community’s capacity to ensure investments for not less than 15% of proposed project cost (minimum 20% for local economic development projects), community’s capacity to supervise and ensure high quality works.
5. To draft the assessment report based on the observations and findings from the field. Each assessment report should cover consultant’s well-grounded recommendation regarding the proposal to implement or reject the financial request, as well as the risks that could emerge during project implementation.
6. To ensure technical assistance to local public authorities during the preparation of documents and terms of reference for organizing the bidding for selecting the projecting company (upon the case).
7. To continuously monitor and provide technical assistance to mayoralities at the stage of project documentation drafting and project proposals’ budget estimation.
8. To ensure assistance provision to communities in projects’ technical assessment, paying special attention to assets’ sustainability, environment protection measures, space reasonable usage, thermal energy preservation and security.
9. To provide technical assistance to community for economic evaluation of project proposals’ budgets so as to ensure investments efficiency.
10. To provide technical assistance to community for project proposal *participatory* evaluation ensured with project documentation and the cost estimates from the draft projecting company. The *participatory* evaluation will be organized in the village by the mayorality together with the projectors, local council members and other beneficiaries from the community. During the one-day *participatory* evaluation, there shall be performed a transparent assessment of the technical draft quality, usage of modern technologies, ecologically pure methods, volume of works and costs, their match with beneficiaries’ needs, asset’s sustainability issues, environment impact, project’s expected impact on community, mother and child, cost efficiency.

11. To assess, prior to approval, the quality of project proposal preparing from legal point of view and its conformation with ILDP procedures.
12. To fill in the evaluation report and files and to submit recommendations for project proposal approval.
13. To monitor community contribution collecting prior to contractor's procurement procedure start. Field contribution with materials shall be confirmed in written through a joint report of LPA and project committee.
14. To study contract documents signed by the local authority with contract winner, as well as the ones concluded by the community with the Local Inspector (LI) – Technical Responsible.
15. To verify the due-diligence of project documents in accordance with the eligibility criteria regarding civil works launch in the field in line with the national legislation.
16. To ensure assistance provision to the mayoralty and Local Inspector when transferring the project site from the community to the Contractor.
17. To determine the needs and ensure technical assistance for the mayoralty, Contractor and LI at the stage of project implementation.
18. To ensure technical assistance for the community, LI and Contractor when preparing project Implementation Timetable and to monitor its fulfillment.
19. To supervise periodically the community and verify the volume of civil works carried out by the Contractor and accepted by the community for payment in line with norms, standards and conditions stipulated under project budget and plans (at least once per month).
20. To verify the Report of Carried out Works submitted by community and to authorize the volume of works to be paid.
21. To identify the binding problems emerged in the field and assist the community and the builders in taking measures for settling these problems.
22. To grant assistance and monitor communities so as to ensure transparency in project implementation process.
23. To study in detail each case, to verify the need and reasoning and to prepare in accordance with ILDP procedures the documents for cost change orders.
24. To provide assistance to the mayoralty office, LI and Contractor with the procedures for preliminary and final projects' putting in operation.
25. To provide assistance to community for improving the sub-project sustainability plan at the stage of project putting in operation.

#### **IV. Other obligations**

Additionally to the above-mentioned obligations, the Engineer - Consultant in Community Development shall:

1. contribute to ILDP operational documents' improvement and completion of the database on prices from the Republic of Moldova market;
2. have hands-on permanent information regarding the new technologies in constructions, energy production, waste waters processing, modern construction materials, ecologically clean materials, etc.;
3. develop his/her personal computer, internet and e-mail skills;

4. contribute to maintaining team-spirit and transparency within ILDP employees and consultants.

#### **V. Expected results**

The results expected from the Engineer - Consultant's service provision are:

1. Identification stage: qualitative project proposals are collected;
2. Evaluation and preparation stage: projects are qualitatively drafted, assessed and approved for implementation, appraisal reports are submitted;
3. Implementation stage :
  - a) construction works under community implemented projects are fulfilled in time and in line with acceptable standards in RM;
  - b) projects are finished in rayons in line with ILDP's annual implementation plan.

#### **VI. Accountability**

1. The Engineer - Consultant is subordinated and directly reports to the Community Empowerment and Local Self-Governance and Participation Project Managers;
2. Fulfills other tasks related to project implementation at CEP Manager's request;
3. Provides to CEP/LSGP Managers current data on project implementation and performance evaluation, whenever it is necessary;
4. Drafts and submits on weekly basis his/her activity plan in line with the Terms of Reference and CEP Project implementation program;
5. Prepares and submits by the end of each month the report on fulfilled activities in line with the approved plan (accompanied by photos/videos from the field);
6. Participates in the preparation of half-yearly and annual reports based on fulfilled activities and obtained results, enclosing recommendations for further improvement of the activity sector.

#### **VII. Contract terms and conditions**

The main contact point of Engineer - Consultant with ILDP office shall be in Chisinau, but he/she will mainly work in the field, in the community. Sometimes he/she will have to undertake his/her activity under emergency terms.

#### **VIII. Payment for provided services**

The payment for services provided by the Engineer - Consultant under the CEP/LSGP Projects will be made once per month for a concrete volume of performed work (measures and paid in consulting days) and accepted by the CEP/LSGP Project Managers during the given reporting period.

#### **IX. Qualification requirements for the Engineer - Consultant in Community Development**

Education: higher education in civil engineering and / or architecture.

Work experience: at least five years of work experience in the field or within a projecting company.

Activity experience within community development programs of at least five years.

Language skills: fluent in speaking Romanian, Russian and computer literacy.

Other necessary skills – high level of responsibility and organization capacities, creative approach to problems, social and communication abilities.