

## TERMS OF REFERENCE

**For two National Consultants (civil engineers) to perform technical & cost-efficiency assessment, monitoring and final reception of 21 local development projects in 21 JILDP target localities  
(Joint Integrated Local Development Program / UN Women)**

<b>Location (Duty Station):</b>	Chisinau, Moldova (with trips outside duty station)
<b>Primary category:</b>	Women Empowerment
<b>Type of Contract:</b>	Individual Contract
<b>Languages Required:</b>	Romanian, Russian
<b>Expected Duration of the Assignment:</b>	6 months (15 October 2014 – 31 march 2015), with a total estimated workload of 55 days for Lot 1 and 50 days for Lot 2 (5 workdays for each project)
<b>Assignment starting date:</b>	15 October 2014

### Background and Context

Since 2010 the Government of Moldova (State Chancellery) in partnership with the UNDP and UN Women has been implementing the “Joint Integrated Local Development Programme” (JILDP), funded by the Government of Sweden, and lately by the Government of Denmark. The JILDP was designed to support the Government in improving the policy and legal framework as mandated by the National Decentralization Strategy to ensure local autonomy, availability of resources, and more effective local management for better and equitable service provision, as well as to improving the capacity of Local Public Authorities (LPAs) to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion. It also assists in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, engaging women and men from local community groups, including most vulnerable. The programme is applying Human Rights Based Approach, Gender Mainstreaming and Women’s Empowerment as guiding conceptual approaches and instruments to its work and interventions, seeking to ensure positive and measurable change in the areas of human rights, gender equality and social inclusion.

Starting with 2013, a new phase of JILDP is being implemented with the financial support from the Danish Government. One of the major interventions at the local level will aim at developing 20 models of operational local governments - ‘champions of change’ – as well as in developing 10 inter-community cooperation projects in 10 clusters of localities, by providing support to implement improvements in the operation and structure of local governments in line with the changes brought by the National Decentralization Strategy. JILDP will assist LPAs in improving their capacity and operations, will support target communities and local authorities to provide quality and equitable public services to achieve sustainable human-centred and gender-responsive economic and social development in the main areas affected by the Decentralization Strategy. Within the JILDP UN Women plays a key role in ensuring gender mainstreaming of the policy and planning documents developed with Programme’s support at central and local levels, and in facilitating women’s empowerment.

### Rationale

In order strengthen local self-governance and service provision in the 21 target communes JILDP provides support in mobilizing local communities for empowerment with particular focus on vulnerable women and men and developing the capacities of local community actors (including CBOs) in human rights and Gender-responsive local development, including by awarding small grants of up to 5000 USD to community groups for local development projects addressing human rights and gender concerns of women and men from vulnerable groups in their localities. The projects to be awarded with small grants range from improved sports facilities, renovated kitchen and dining spaces in educational institutions, improved accessibility to local service-providers, to creation of community information centres, or laundry services, etc.

To ensure technical and cost-efficiency soundness of the local development projects to be implemented, UN Women/JILDP is hereby seeking two experienced civil engineers to perform technical and cost-efficiency feasibility implementation assessment and monitoring and final reception of 21 local development projects in 21 target localities for the period of 6 (six) months.

### Objectives, Scope of Work

The overall objective of the assignment for the two National Consultants (herein after Consultant) is to perform technical & cost-efficiency implementation assessment and monitoring, and final reception of 21 local development projects. Namely, the Consultants is expected to provide qualified technical assistance during the entire cycle of community development projects' implementation monitoring and evaluation, and final reception of 21 local development projects in 21 JILDP target localities.

21 JILDP target communities are located throughout Moldova territory, and the community projects are to be implemented within a 6 months period, with projects finalization by end March 2015. In order to ensure the timely and quality submission of deliverables listed under the Key deliverables and Timeframe section, as result secure timely and quality projects implementation, the consultants will work in groups of localities divided by Lots, as per the below table. One consultant may apply for both LOTs, but selected consultants will be contracted to work in maximum one LOT.

<b>LOT 1: 11 communities</b>	<b>LOT 2: 10 communities</b>
<ol style="list-style-type: none"> <li>1. Larga, Briceni</li> <li>2. Tirnova, Donduseni</li> <li>3. Cupcini, Edinet</li> <li>4. Bratuseni, Edinet</li> <li>5. Pelinia, Drochia</li> <li>6. Pepeni, Singerei</li> <li>7. Singereii Noi, Singerei</li> <li>8. Sculeni, Ungheni</li> <li>9. Pirlita, Ungheni</li> <li>10. Macaresti, Ungheni</li> <li>11. Tibirica, Calarasi</li> </ol>	<ol style="list-style-type: none"> <li>1. Cioresti, Nisporeni</li> <li>2. Ivancea, Orhei;</li> <li>3. Rusestii Noi, Ialoveni;</li> <li>4. Zaim, Causeni;</li> <li>5. Carpineni, Hincesti;</li> <li>6. Sarata Galbena, Hincesti;</li> <li>7. Mingir, Hincești;</li> <li>8. Iargara, Leova;</li> <li>9. Gotesti, Cantemir;</li> <li>10. Vulcanesti, UTA Gagauzia</li> </ol>
<i>Total number of consultancy workdays: up to 55 days</i>	<i>Total number of consultancy workdays: up to 50 days</i>

### Duties and Responsibilities

The main duty and obligation of Consultant is to assist and consult target local public authorities and community project teams in assessing and monitoring the qualitative implementation of community development projects.

For the given purpose, the consultant shall perform one preliminary, at least two monitoring, and one final reception / evaluation activities, and fulfil the following tasks (for each target locality and project):

**1st stage of service** – Follow up on implementation of community development projects (3 workdays per project):

1. Ensure technical assistance to community project team during the preparation of relevant technical documentation, including terms of reference, specifications for works and equipment requested , and for organizing the bidding for selecting the Contractor/s (if necessary).
2. Verify the accuracy of project documents and their compliance with the national legislation regarding civil works.
3. Ensure technical assistance for the community project team and Contractor/s when preparing project implementation timetable and monitor its fulfillment.
4. Supervise periodically the community project team and verify the volume and quality of civil works carried out by the Contractor/s and accepted by the community project team for payment in line with norms, standards and conditions stipulated under project budget and plans, and against civil engineering, construction and other applicable national standards and regulations.
5. Submit technical report based on observations and findings from the field and necessary specialized desk or market reviews with consultant's conclusion on the progress in implementation of the project (from the technical and cost-efficiency points of view), risks for successful project implementation, and specific recommendations for improvement and management of the identified risks.

**2nd stage of service** – Hand over of community development projects and reporting (2 workdays per project):

1. Verify the final volume and quality of civil works carried out by the Contractor/s and accepted by the community project team for payment in line with norms, standards and conditions stipulated under project budget and plans, and against civil engineering, construction and other applicable national standards and regulations.
2. Identify the problems emerged in the process of project implementation (if any) and assist the community project team and the Contractor/s with improvement.
3. Provide assistance to the community project team to prepare (if necessary) justification documents to request amendment of initially planned costs in accordance with JILDP procedures.
4. Take part in the final technical reception of the works, on behalf of the JILDP;
5. Submit final technical report based on observations and findings from the field and necessary specialized desk or market reviews with consultant's conclusion on the implementation of the project (from the technical and cost-efficiency points of view), and relevant recommendations and lessons learnt. The final technical reception act shall be attached to the final technical report.

While performing monitoring and evaluation activities the Consultant shall pay special attention to the technical aspects related to accessibility and necessary adjustments and adaptation related to women, men, children, and persons with special needs (persons with disabilities, elderly, etc.). Each monitoring / evaluation report shall contain specific comments on these aspects of accessibility and adaptability. In addition, the civil engineer shall consider such aspects as sustainability, environment protection measures, rational and reasonable usage of resources, energy efficiency and security.

In the field the Consultant is strongly encouraged to share his/her monitoring and evaluation feedback with the representatives of the mayor's office, local council, and women and men from community groups, who submitted the project application.

The Consultant shall comment in his/her report on the quality and capacity of local technical monitoring and oversight over the project implementation.

## **Key Deliverables and Timeframe**

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The Consultant is expected to provide the specified deliverables as per below schedule:

#	Deliverables	Share of total volume of work LOT 1	Share of total volume of work LOT 2	Deadline
1.	1st stage of service – Follow up on implementation of community development projects:  2.1. 2 information notes on 2 follow up visits to beneficiary community: supervision of volumes, quality of works, transparency and confirmation of works for payments;  2.2. Technical monitoring report based on observations and findings from the field – developed and presented to JILDP.	33 workdays	30 workdays	By 31 January 2015
2.	2nd stage of service –Hand over of community development projects and reporting:  3.1. Information note on last follow up visit to beneficiary community: confirmation of volumes, quality of works for last payment and hand over procedure;  3.2. Final technical report with consultant’s conclusion on the implementation of the project – developed and presented to JILDP.	22 workdays	20 workday	By 31 March 2015
	<b>TOTAL</b>	<b>55 workdays</b>	<b>50 workdays</b>	

Language of the deliverables: All the materials and reports elaborated within the contract should be submitted in Romanian language.

The timeframe for the work of the National Consultants is planned from 15 October 2014 through 31 March 2015 with an estimated total volume of work not to exceed 55 days under the LOT 1 and 50 days under the LOT 2 (with an average of 5 working days per community project), with trips into the 21 localities listed above, coordinated in advance with the UN Women JILDP Programme Analyst.

**Note:** The mentioned number of working days has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment. It cannot and shall not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Programme shall be the only criteria for Consultant’s work being completed and eligible for payment/s.

#### **Institutional and Management Arrangements**

Organization setting: The Consultant will report on tasks and activities carried out to the UN Women/JILDP Program Analyst. The assignment does not require full-time presence at JILDP / UN Women premises.

Inputs: UN Women/JILDP will provide the contractor with the necessary information and materials for the fulfillment of tasks.

Travel: The consultant’s costs related to travel, logistics, as well as organization of field activities incurred within the contract shall be consultant’s responsibility, and the consultant shall consider them, while making the financial offer.

Performance evaluation: Consultant’s performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Financial arrangements: Payments of fees will be authorized upon submission and approval of deliverables and certification by UN Women / JILDP Program Analyst that the services have been satisfactorily performed.

## Requirements for Experience and Qualifications

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### Academic Qualifications:

- University degree in civil engineering, technical studies, or other relevant fields;

### Experience:

- At least 5 years of experience in civil engineering works and assignments;
- Proven previous experience (at least 2 years) in performing similar monitoring and evaluation activities and assignments;
- Experience of work in rural areas on rural infrastructure, and understanding of the relevant context;
- Previous experience in collaboration with UN and other international development agencies;
- Advanced knowledge of and skills in MS Office, including Word, Excel.

### Language Requirements:

- Excellent command of Romanian, and Russian languages;
- Working knowledge of English is an advantage.

## Evaluation Procedure

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Initially, individual consultants will be evaluated for compliance with the following minimum qualification criteria:

- University degree in civil engineering, technical studies, or other relevant fields;
- At least 5 years of experience in civil engineering works and assignments.

Candidates that meet above minimum qualification criteria will be further evaluated based on a cumulative analysis scheme, with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 500 points.

Evaluation of submitted offers will be done based on the following formula:

$$B = T + \frac{C_{low}}{C} \times X ,$$

where:

- T is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of 350 points obtainable under technical evaluation);
- C is the price of the evaluated proposal;
- C<sub>low</sub> is the lowest of all evaluated proposal prices among responsive proposals; and
- X is the maximum financial points obtainable (150 points)

Technical evaluation will be represented through desk review of applications, depending on the preselected candidates' qualifications.

- A) Technical Evaluation:** The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

Individual consultants will be evaluated based on the cumulative analysis methodology. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) technically responsive/compliant/acceptable, and

b) having received the highest score out of the below set weighted technical and financial criteria.

\* Technical Criteria weight – 70% (*maximum 350 points*);

\* Financial Criteria weight – 30% (*maximum 150 points*).

#	Criteria	Maximum points
1.	University degree in civil engineering, technical studies, or other relevant fields ( <i>under-Master's – 30 pts, Master's – 40 pts, above Masters – up to 60 pts</i> )	60
2.	At least 5 years of experience in civil engineering works and assignments ( <i>at least 5 years – 25 pts, each year over 5 year – 5 pts, up to a maximum of 60 pts</i> )	60
3.	Proven previous experience (at least 2 years) in performing similar monitoring and evaluation activities and assignments ( <i>at least 2 years – 30 pts, each year over 2 year – 10 pts, up to a maximum of 60 pts</i> )	60
4.	Experience of work in rural areas on rural infrastructure, and understanding of the relevant context	50
5.	Previous experience in collaboration with UN and other international development agencies	40
6.	Advanced knowledge of and skills in MS Office, including Word, Excel	40
7.	Excellent command of Romanian, and Russian languages ( <i>Romanian – 20 pts, Russian – 20 pts</i> )	40
	<b>Maximum total technical scoring:</b>	<b>350</b>

#### **B) Financial evaluation**

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 245 points), will be compared.

#### **Winning Candidate**

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

#### **Application Process and submission package**

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

1. P11 form ([http://www.unwomen.org/wp-content/uploads/2011/01/P\\_11\\_form\\_UNwomen.doc](http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc));
2. Cover letter, stating their interest in and qualifications for the assignment;
3. Aggregated financial proposal, in MDL (“aggregated financial proposal” is the total sum of all financial claims of the candidate for accomplishment of the task).

In order to assist UN Women / JILDIP in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (consultancy fee, travel, per diems, as required) as per the sample of financial proposal in the Annex to this TOR.

Please note that only applicants who are short-listed will be contacted.

Please note that UN Women Moldova reserves the right to select more than one candidate from this announcement.

*In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform*

*agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.*

*The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.*

**Sample of Financial Proposal, per Lot**

The format shown on the following tables is suggested for use as a guide in preparing the Financial Proposal

**A. Cost Breakdown per Deliverables (as per the “Key Deliverables and Timeframe” section of the ToR)\***

#	Deliverables	# of days and Percentage of Total Price (Weight for payment)	Price, MDL (Lump Sum, All Inclusive)
2	1.1. 2 information notes on 2 follow up visits to beneficiary community carried out; 1.2. Technical monitoring report based on observations and findings from the field		
3	2.1. Information note on last follow up visit to beneficiary community carried out; 2.2. Final technical report with consultant’s conclusion on the implementation of the project		
	Total		MDL ...

*\*Basis for payment installments*

**B. Cost Breakdown by Cost Component:**

The Applicants are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Unit of measure (e.g. day, month, etc.)	Unit price, MDL	No. of units	Total Price, MDL
Consultancy fee				
Travel costs				
Other related costs (please specify, if any)				