

TERMS OF REFERENCE

Job title:	International Consultant/ Engineer on Civil Works (up to 2)
Duty station:	home based
Reference to the	Support to Confidence Building Measures Programme
Contract type:	Individual Contract (IC)
Contract Duration:	5 October, 2015 - 15 December, 2017

Job content

I. Background:

The Support to Confidence Building Measures Programme (SCBM Programme) is funded by the European Union and implemented by the UNDP Moldova. The overall objective of the Programme is to contribute to an environment of trust and cooperation across the Nistru/Dniestr River generating new perspectives on shared interests and a shared future by people from both banks of the river while responding to their pressing development needs.

SCBM Programme consists from two main components: Business Development Project and Empowered Communities and infrastructure support Project.

Under the Empowered communities and infrastructure support Component, the SCBM Programme aims to address barriers to cooperation by building the trust and broadening opportunities for engaging a wide range of actors. At least 60 local actors will increase their capacities to promote sustainable and inclusive development, while 30 social infrastructure projects will be implemented in the security zone on both banks of the river, also promoting **people-to-people contacts** and **cross-river** exchanges. Projects will focus on the rehabilitation of key social institutions (such as education, health facilities), and improvements to critical physical infrastructure (such as transportation, water supply, sewage networks and waste management).

In order to ensure a tangible impact, the programme will provide support to medium-sized infrastructural projects (100,000 - 200,000 USD). About 100,000 women and men are expected to directly benefit from the implementation of the programme.

Expected results from the above outlined activities are twofold. From one hand, they will contribute to the **increase of the capacity of target communities** to plan better in a more transparent, inclusive and accountable manner by involving most vulnerable members of their communities, considering people's needs in local participation processes. From another hand, building in local ownership, will bring **longer-term sustainability and community engagement in confidence building activities**.

In June-July 2015 open calls for project proposals were organised by SCBM Programme, to identify the maximum of 30 social infrastructure project proposals to be implemented in the Security Zone on both banks of the Nistru River. The task of evaluation, monitoring and commissioning of the reconstruction works will be delegated to one or several local companies, for selection of which an open contest was announced.

Considering the number of potential infrastructure projects the SCBM Programme is planning to contract **up to two (2) International Consultants/Civil Engineers** to certify the Bill of Quantities of the selected infrastructure projects (roads, infrastructure, buildings, water and sewerage management). Since the documentation concerning each particular project is at different stage of development, the involvement of International Consultants will be required gradually. Up to a maximum of 15 reconstruction projects will be assigned to one consultant.

II. Key activities and expected outputs

More specifically the International Consultants/Civil Engineers will be required to perform the following tasks:

Phase I: Tender preparation:

- Review technical project documentation prepared by the design company including relevant drawings, technical descriptions and specifications;
- Assess the relevance and completeness of the volume and description of works as well as specifications and quantity of materials used in the BoQs;
- Identify overall quality and relevance of the BoQ and cost estimates prepared by the design company;
- Provide written report (certification) confirming whether the drawings, BoQs and cost estimations are complete and compliant with the level of services required also stating the identified shortcomings and suggested recommendations.

Phase II: Bids Evaluation:

- Analyze measures, quantities and description of items in the offers against the original BOQ;
- Analyze and review the offered unit rates against the cost estimate in correlation with BoQs and to assess whether they are realistic;
- Analyze and review if the offered technical specifications are in accordance to the advertised ones;
- Provide written report (in English) on the aforementioned aspects.

Expected outputs:

- Design completeness certification reports submitted and approved;
- Bids evaluation reports signed.

III. Expected results/Deliverables

The results expected from the Consultant's service provision per each reconstruction project are:

Item no.	Deliverables	Unit of measure	Tentative timeframe
1.	Phase I: Completeness and compliance of the design documents (drawings, BoQs, cost estimates) of the selected infrastructural projects analysed and their compliance with relevant technical	Per project	up to 2 days

	standards certified.		
2.	Phase II: Bids received as result of competitive processes evaluated, with focus on the winning bids, in terms of completeness and compliance with the solicitation documents, as well as realism of quoted prices certified.	Per project	up to 1 day

IV. The potential infrastructure projects:

Since the infrastructure projects are undergoing the selection process at the moment, there is no information on how many infrastructure projects will be and the fields they are related to. Still, according to preliminary estimations the infrastructure projects will be from the following fields of civil engineering: civil buildings related to social infrastructure; water supply and sewerage systems.

V. Organizational setting:

The Contractor will work under the direct supervision of the SCBM/Community Infrastructure Project Officer and SCBM/Community & Social Infrastructure Project Manager. The contractor will receive in electronic format the project need to be evaluated and will present the report in the stipulated time frame.

VI. Payment for provided services:

The payment for services provided by the Consultant under the SCBM Programme will be made on a lump-sum basis upon delivery of services and acceptance by the SCBM/Community & Social Infrastructure Project Manager.

VII. Qualifications and skills required:

Education:

- BS in Civil, Structural, Environmental Engineering or BA in Architecture.
- Higher degree or professional certification in specialized area (e.g. Electrical Systems, Renewable Energy etc.) is an asset.

Experience:

- Senior professional level with a minimum of five (5) years practical experience in the field of civil engineering;
- Minimum 2 years of experience in conducting expert technical evaluation of project designs and/or elaboration of tender documentation and technical specifications on independent advisory basis;
- International experience is an advantage;
- Experience in implementing projects related to electrical systems, renewable energy, roads is an advantage;
- Experience in working in complex environments and large infrastructure and/or civil works.

Competencies:

- Demonstrated technical knowledge of constructions field;
- Knowledge of procurement, tendering and contracting regulations, requirements of international organizations such as UNDP, EC and IFIs etc.
- Good knowledge of and experience in the region, in particular in CIS countries is a strong advantage;
- Computer literacy and ability to effectively use office technology equipment, IT tools.

Language Requirements:

- Fluency in English. Knowledge of Romanian and/or Russian will be an asset.