



TERMS OF REFERENCES

Job title:	Engineer - Project Team Advisor (PTA)
Duty station:	Chisinau, Moldova
Reference to the project	SARD Project
Contract type:	Individual Contract (IC)
ted workload:	up to 299 days of consultancy
Period of assignment:	August 2016 –November 2018

BACKGROUND

The overall objective of the project is to encourage confidence building in ATU Gagauzia and Taraclia district, including neighboring communities, through improved development opportunities leading to enhanced competitiveness of the agro-food sector, promotion of local entrepreneurship, creation of jobs, and raising incomes. The project has the following components:

Component 1: Enhanced Dialogue and Community Empowerment;

Component 2: Local entrepreneurship and SMEs development;

Component 3: Small-Scale Infrastructure Refurbishment and Promotion of Inter-Municipal Cooperation.

The project will be implemented in line with the confidence building approach, connecting region's authorities and structures to the national ones, facilitating dialogue and inclusion in development of national strategies, as well as connecting neighboring villages through inter municipal cooperation.

The proposed intervention will aim to address key gaps identified in the main strategic document of the region's development in line with Moldova 2020 Strategy for Agriculture and Rural Development, Strategy for SME Development 2020, as well as National Regional Development Strategy.

Specific Background

Within the project 41 mayoralities of ATU Gagauzia and Taraclia district will undergo a community participatory capacity development process aiming to enhance good governance and local public management in line with rural development priorities. Technical assistance and capacity development support will be provided to local communities to develop and implement local development strategies, with specific focus on agriculture and rural development challenges. The action will facilitate the establishment and functioning of local partnerships with the participation of community groups, district and community administration, NGOs, and other local level stakeholders.

The action will further focus on effective implementation of local development strategies (including their update or development where missing) and their link to regional development policies and ARDS. Particular emphasis will be placed on local public services and infrastructure development, and use of other national funds (including regional development fund, environment fund, energy efficiency fund

etc.). Technical assistance will be provided to improve service provision in the areas of LPAs competence like communal services, health, social protection, education, and others. Further on, support will be provided to **improve local service provision** and **upgrade basic infrastructure in 20 municipalities** in Gagauzia and Taraclia districts, enhancing cooperation across the targeted districts, in line with local development strategies for enhanced rural development.

In addition to providing support for upgrading basic small-scale infrastructure, the Action will focus particularly on **enhancing community cooperation across administrative borders** with different autonomy. **Seven clusters** of municipalities will be assisted to pilot several forms of **inter-municipal cooperation (IMC)** for common priority sectors and services, (e.g. education, social protection, environment and energy efficiency, water and sewerage, solid waste), around which, clustering of municipalities will be encouraged. IMC is perceived as an instrument for improving efficiency and effectiveness of service delivery, in response to severe fragmentation of local public administrations.

Based on competitive selection process, technical assistance and grant support will be provided to 20 small-scale infrastructure upgrade projects and 7 Inter-Municipal Cooperation projects.

OBJECTIVE OF THE ASSIGNMENT

The **general objective** of the consultancy is to support SARD Project in its efforts to provide technical assistance and build capacities among target local public authorities and communities, in the development and evaluation of small scale infrastructure and civil works, in compliance with national building codes and technical standards, ensuring cost effective capital investment and efficient use of UNDP Moldova and local communities' resources. Each target community will be enabled to appraise in a participatory manner project's scope of works, cost of works and budget, before approval.

The consultant will manage and supervise the team of two engineers that will share equally responsibilities for monitoring the progress of works implementation of 20 small small-scale infrastructure upgrade projects and 7 Inter-Municipal Cooperation projects, while the Engineer PTA will cover all infrastructure and inter-municipal projects, focusing on initial stages of project identification, its technical feasibility appraisal, design and construction companies' selection stages as well as final commissioning and reception of works.

KEY ACTIVITIES AND EXPECTED OUTPUTS

The main role of the Engineer PTA is to ensure provision of development services and products of the highest quality and standards to national counterparts and clients through applying HRBA and GE approaches. The Engineer PTA in close cooperation with the project team will ensure programmatic support to identification, technical appraisal, development and implementation of infrastructure and inter-municipal through both management and supervision of two SARD engineers as well as in direct contact with project beneficiaries.

For the given purpose, the Engineer PTA will carry out the following tasks:

	Stage	Activities	Estimated workload
1	Verification of Communities expression of interests	1. Review, proof read and finalize the Communities' Expressions of Interest to implement small scale infrastructure and civil works, prepared and presented by SARD Civil Works Engineers. 2. Assess technical suitability of the community project application request as well as overall sustainability of the project.	0,5 days per community/ project 41 communities plus 7 Inter-municipal projects Total – 24 days
2	Monitoring/	1. Overall monitoring of preparation and evaluation of project proposals application forms, both technical and financial	1,5 days per community/

	Assessment and appraisal of project proposals	<p>perspectives through assigned to the community/project SARD engineer.</p> <p>2. Oversee the preparation by SARD Civil work engineers of final technical evaluation of proposed projects in the communities. Verify (including 1-day visit per 2 communities for on-site validation) the following key elements:</p> <ul style="list-style-type: none"> - Scope of proposed project works and preliminary estimated costs; - Project's technical sustainability, - Community's capacity to supervise and ensure high quality works; - Evidence of all required complimentary documents, guaranty letters, permits, certificates, schemes, technical conditions, coordination with district state departments: ecological, architect, sanitary, fire security, etc. <p>3. Evaluate and certify SARD engineers progress reports.</p>	<p>project</p> <p>41 communities + 7 Inter-municipal projects.</p> <p>Total 72 days (including 24 field visits)</p>
3	Design company selection	<p>1. Head and oversee the Civil Engineers team in provision of support to SARD Project team in the preparation of Scope of Work (ToR) for the selection of design company;</p> <p>2. Check the winning proposals on their completeness and compliance with the requirements;</p> <p>3. Take part in the proposals' evaluation activities as evaluation panel member and authorize the evaluation reports with award recommendations.</p>	<p>1 day per community/project</p> <p>20 Small infrastructure projects and 7 Inter-municipal projects.</p> <p>Total 27 days</p>
4	Technical design	<p>1. Oversee and supervise outcomes of the visits of SARD engineers together with contracted design companies to project sites;</p> <p>2. Match the technical design documentation developed by the design company with the on-site situation and propose corrections/modifications as it may be required, prior to the launch of ITB;</p> <p>3. Evaluate and certify SARD engineers progress reports.</p>	<p>1 day per community/project</p> <p>20 Small infrastructure projects and 7 Inter-municipal projects.</p> <p>Total – 27 days</p>
5	ITB Preparation and evaluation	<p>1. Head the Civil engineers team in preparation of the bidding documents for the selection of construction company;</p> <p>2. Check the winning bids on their completeness and compliance with the requirements;</p> <p>3. Take part in the bids evaluation activities as evaluation panel member and authorize the evaluation reports with award recommendations.</p>	<p>1,5 days per community/project</p> <p>20 Small infrastructure projects and 7 Inter-municipal projects.</p> <p>Total – 41 days</p>
6	Works supervision	<p>1. Through both managing the assigned SARD engineers and personally visiting sites supervise the execution of construction works and ensure completeness of design and works performance documentation during the construction phase:</p>	<p>3,0 days per community/project</p> <p>20 Small infrastructure</p>

		<ul style="list-style-type: none"> • Ensure the SARD Civil Work engineers performance on monitoring the construction processes, verification of their conformity, certification of volumes of works and materials used; • Monitor and ensure the works completion schedules and timeframes are respected by the contracted companies; • Regularly report to the SARD team on the progress of works on the sites; • Ensure the works are performed in compliance with the local legislation and applicable standards in construction; <p>2. Evaluate and certify SARD engineers progress reports.</p>	<p>projects and 7 Inter-municipal projects.</p> <p>Total – 81 days (including 27 field visits)</p>
7	Final reception of works	<p>1. Jointly with the local public administrations organize Final Works Reception Committees for the sites under his/her responsibility.</p> <p>2. Ensure that any outstanding works identified upon substantial completion of works, included in the snag-list, have been completed and the deficiencies discovered during the defects liability period were removed.</p>	<p>1 day per community/project</p> <p>20 Small infrastructure projects and 7 Inter-municipal projects.</p> <p>Total – 27 days of field visits</p>
	TOTAL		299 days (including 78 field visits)

The timeframe for the delivery of each activity/output per community/project shall be coordinated and agreed in advance with the SARD Project team.

The expected **outputs** are as follows:

No.	Deliverable	Quantity
1	Proof-read and verified first needs and capacities assessment report, prepared by SARD engineers, including technical feasibility report developed and submitted to SARD.	41 reports
2	Community project proposals along with the consultant's motivated recommendations completed and submitted to the SARD Project for approval (per project proposal)	Up to 41 small scale infrastructure projects and up to 7 inter-municipal projects
3	Prepare solicitation documents for selection of the Detailed Design company released on market;	27 reports (20 infrastructure projects and 7 Inter-municipal projects)
4	Certified technical design documentation compliant with the on-site situation for each site	27 reports (20 infrastructure projects and 7 Inter-municipal projects)
5	Bidding documents developed (drawings, bills of quantities, scope of works), supported by all required documents collected from beneficiary communities for each site.	27 reports (20 infrastructure projects and 7 Inter-municipal projects)
6	Complete and accurate documents certifying progress of works.	27 reports (20 infrastructure projects and 7 Inter-municipal projects)

6.1	Approved certificates of substantial completion of works for each site	27 Certificates
7	Certificates of final completion of works for each site	27 Certificates

INSTITUTIONAL ARRANGEMENTS

The Engineer PTA will work under direct supervision of the SARD Programme Manager and will supervise the work of 2 SARD Civil Work engineers.

The Engineer PTA shall be located in Chisinau, but he/she will spend an amount of work time in the field, in communities in ATU Gagauzia and Taraclia district of Moldova. The consultant is expected to undertake field trips to beneficiary communities in Moldova over the entire period of contract. **The SARD project will ensure transportation for the Consultant's field visits.**

The assignment shall be carried out in a term of 27months, starting August 2016 and finalizing in November 2018.

The payments for services provided by the Engineer PTA will be released on a monthly basis based on actual volume of work performed (outputs/deliverables completed), measured and paid based on outputs delivered and accepted by SARD Project team during the given reporting period.

QUALIFICATION REQUIREMENTS

The incumbent should prove sound knowledge in civil engineering, water and sanitation, local/Moldovan construction norms and standards, national building laws, as well as extensive experience in implementing community construction projects, programme management background and experience of managing of engineers/constructors teams.

In particular:

- Education: University Degree in civil engineering, water and sanitation or architecture, or other relevant related area;
- Work experience: at least 10 years of work experience in the field of civil engineering or water and sanitation;
- Extensive experience in construction of small scale infrastructure and civil works, preferably buildings renovation and water and sanitation networks;
- Experience in using of software similar to WinSmeta;
- Extensive experience in community development programs;
- Extensive experience in management of civil works engineering/constructing teams;
- Excellent command of written and spoken Romanian and Russian; knowledge of English is an asset;
- Work Experience with UNDP or other International Funded Institutions in programme management;
- Knowledge of national legislation pertaining to the construction works;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point);
- High level of responsibility and organization capacities, creative approach to solving issues;
- Excellent communication and reporting skills;
- Ability to meet deadlines and prioritize multiple tasks.