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TERMS OF REFERENCE

- A. Job Title:** Civil Works Engineer
- B. Duty Station:** Chisinau, Moldova
- C. Project Reference:** 00089415/Support to Police Reform
00088321/Support to Justice Sector Reform
- D. Type of Contract:** Individual Contract (IC)
- E. Duration of Assignment:** March-November 2017 (up to 70 working days)

F. Background:

The overall objective of the **Support to Police Reform Project** is to strengthen and support the comprehensive efforts to reform the Police in the Republic of Moldova. The project seeks to further strengthen the institutional and professional capacities of Police units and provide technical assistance in specific areas of intervention. One of these area of intervention is focused on supporting the implementation of community policing by remodeling police stations and training Police staff in line with the concept of community based policing.

Community based policing is a concept and a model of institutional modernization of police, wherein the police force becomes more responsive to the needs of the community it serves. Within this concept the police and the community form a partnership in order to solve local problems, provide security and safety, prevent and deter crime, and report suspicious activities. They relate to each other as partners; not adversaries. The partnership between the police and community will be the basis for public interaction with the police and restore the community's confidence in the police officers' ability to be an effective, professional law enforcement body.

The reconstruction of a police station, located outside of Chisinau, is one of the Project activities implemented under the community policing effort. The remodelled police station will represent a user-friendly, open and accessible space, with possibilities for police-community engagement, providing, at the same time, proper working space with appropriate furniture and equipment.

The overall objective of the **Support to Justice Sector Reform Project** is to strengthen and support the comprehensive efforts to reform the justice sector in Moldova achieving the independence, accountability, impartiality, efficiency and transparency of justice system.

National Institute of Justice is in charge of professional (initial and in-service) training of judges and prosecutors. According to a recent assessment, the practical value of initial training should be enhanced. This intervention will help NIJ in improving the practical training capacities by providing appropriate space and facilities for an efficient training programme, based on practice oriented exercises.

Following an audit of the NIJ building, two spaces have been identified to be redesigned, equipped and used as court simulation rooms. At the same time, taking into account the space limitation the NIJ is facing, these rooms will display a flexible environment allowing a multipurpose use for different type of interaction and professional engagement. The initial design has been completed and agreed with the NIJ. It implies a flexible and functional environment for new learning experiences, and offers a platform for sharing knowledge and best practices through a range of capacity development activities for up to 60 persons.

G. Objective:

The objective is to assist the Project Team in the implementation of planned infrastructure interventions, following the overall vision and expectations of the Projects and applicable national legislation/regulations/standards in constructions. The Civil Works Engineer will facilitate the delivery of project activities related to reconstruction/renovation of spaces allocated for project purposes.

The objective of this consultancy service is accomplishment of renovation works at the highest standards, development and/or review of technical proposal on needed works, develop and/or review the technical specifications/ bill of quantity, announcement of the procurement competition based on developed documentation, evaluation of the bids submitted, professional monitoring of the works and final product, commissioning of works.

H. Scope of work and expected output:

The incumbent will be responsible to provide expertise advice to the UNDP Project team, as well as to provide expert guidance and control to the counterparts in the General Police Inspectorate and the National Institute of Justice related to the infrastructure upgrades implemented by the external contractors. The individual undertaking this post will have responsibilities to support the beneficiary institutions in development of the detailed scope of works for infrastructure upgrades and to provide day-to-day guidance and supervision on the construction sites performing quality control mechanism over the works of contractors.

The incumbent will be scrutinized by the UNDP Moldova Project team and will be responsible to provide regular progress and on-request-reports to the responsible individuals.

The **Civil Works Engineer** shall have the following responsibilities:

- Develop and/or review detailed technical specifications and Bill of Quantities (BoQ) for all the spaces intended for infrastructure upgrades to be part of tender documentation;
- Cooperate closely with beneficiary institutions while developing and/or reviewing technical specifications and Bill of Quantities (BoQ);
- Organize/facilitate a pre-bidding conference/field visit (if required) with potential bidders to clear all technical aspects and related questions;
- Provide answers to any technical clarification questions submitted by the potential bidders;
- Participate to the opening/evaluation of received technical/financial offers; conduct evaluation of offers for construction works resulted from the tendering processes; provide expert opinion in written form to substantiate the evaluation decisions;
- Supervise and report progress in the implementation of the infrastructure upgrades; supervision will be conducted throughout the complete duration of the contract, including the end of all calculations and possible legal disputes related to the work;
- Assess and clear the progress reports submitted by the contractor(s);
- Provide certification for payments in order to confirm that milestones under construction contracts are achieved; including submission of the final Certificate of Completion of work;
- Coordinate technical issues with the responsible parties, nominated by the beneficiary institutions;
- Organize the process of commissioning of works;
- Perform any other assignment related tasks.

I. Expected deliverables (tentative schedule):

	Deliverable	Duration
1.	Development and review of technical specifications/ Bill of Quantities	10 working days
2.	Organize/facilitate a pre-bidding conference/field visit with potential applicants	4 working days
3.	Evaluation of technical/financial offers	8 working days
4.	Monitor the progress of infrastructure upgrade/reconstruction works	42 working days
5.	Commissioning of works	6 working days

J. Institutional arrangements

The Civil Works Engineer will work under direct supervision of the UNDP Project Manager.

The Civil Works Engineer shall be located in Chisinau, but he/she will partly work outside of Chisinau (preliminarily, in one of the following districts: Anenii Noi, Cahul, Singerei; the final location will be determined at a later stage). The consultant is expected to undertake frequent field trips to the construction site over the entire period of contract. The Consultant is expected to estimate the transportation costs for all envisaged travels and include those costs in his/her financial proposals as a separate line item.

The payments for services provided by the Civil Works Engineer 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 the Project Manager during the given reporting period.

K. Confidentiality:

Materials provided to the consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

L. Qualifications:

Education:

- University degree in Civil Engineering/Construction, Architecture or other related area.

Years and sphere of experience:

- Proven practical experience (at least five years) in the field of civil engineering, infrastructure rehabilitation works;
- Experience in conducting/supervising infrastructure upgrades of sites with special regime will be considered as an asset;
- Proven experience in working with the international organizations on similar assignments (successful experience in working with UN agencies is an asset);

Competencies:

- Specialised valid technical certification in the related field;
- Fluency in both written and verbal Romanian and Russian. Fluency in English is an asset;
- Knowledge of one or more additional languages relevant for the Republic of Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

Personal qualities:

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility, creativity, flexibility and punctuality.

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.