



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 February 2017

Country: Republic of Moldova

Description of the assignment: Civil Works Engineer

Project name: Support to Police Reform in Moldova; Support to Justice Sector Reform

Period of assignment/services: March-November 2017 (up to 70 working days)

Application instructions: Proposals should be submitted online by pressing the "Apply Now" button no later than **26 February 2017**.

Requests **for clarification only** must be sent by standard electronic communication to the following e-mail: alexandru.cocirta@undp.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. 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.

2. 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.

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;
- Provided 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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

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

II. 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);

III. 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.

IV. 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 UNDP 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal: explaining how applicant responds to each of the qualification requirements (particularly providing details on the previously implemented similar projects) and why he/she is the most suitable for the work;
2. Personal information (as a detailed CV or as a Personal History Form /P11) with three references;
3. Financial proposal (LUMP SUM) in USD, specifying requested amount per day (fee) and all related costs (e.g. phone calls etc.)

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total **lump sum** amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including fees and taxes, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University degree in Civil Engineering/Construction, Architecture or other related area;
- Minimum 5 years of practical experience in the field of civil engineering, infrastructure rehabilitation works;

The short-listed individual consultants will be further evaluated based on the following methodology:

A two-stage procedure will be used in evaluating the candidates:

1. Technical evaluation (max 300 points) – 60%;
2. Financial evaluation (max 200 points) – 40%.

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University degree in Civil Engineering/ Construction, Architecture or other related area	(Bachelor – 30 pts., Master – 40 pts.)	40
Proven practical experience (at least five years) in the field of civil engineering, infrastructure rehabilitation works	(5 years of experience – 50 pts., more than 5 years of experience – 10 pts. for each additional year of experience up to a maximum of 50 additional points)	100
Experience in conducting/supervising infrastructure upgrades of sites with	(no – 0 pts; each year of such experience - 10 pts., up to - 60 pts.)	60

special regime will be considered as an asset		
Proven experience in working with the international organizations on similar assignments	(no – 0, yes – 35 pts)	35
Specialised valid technical certification in the related field;	(no – 0, yes – 35 pts)	35
Good command of oral and written Romanian and Russian (10 pts. each); knowledge of English and/or other relevant languages (5 pts. each, up to 10 pts.).	(Romanian and Russian – 10 pts. each; knowledge of English and/or other relevant languages (5 pts. each, up to 10 pts.).	30
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		200

Winning candidate

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

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS