

## Migration and Local Development Project

### Terms of Reference

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|                                |  |
|--------------------------------|--|
| <b>Job title:</b>              | National Consultant on Construction Engineering and Spatial Planning |
| <b>Duty Station:</b>           | Chisinau Moldova   |
| <b>Section/Unit:</b>           | Migration and Local Development Project (MiDL)                       |
| <b>Type of Contract:</b>       | Individual Contract  |
| <b>Starting Date:</b>          | December 22, 2017  |
| <b>Duration of Assignment:</b> | 8 months (up to 104 working days)                                    |

#### Job Content

##### I. BACKGROUND

The 'Migration and Local Development Project's' (MiDL) overall objective is to support the communities affected by migration in improving essential local public services namely water and sanitation, health, social and education services, as well as increasing the access of citizens to income-generating opportunities, including improved employment reintegration support for returnees. In this regard, 25 urban and rural communities from Moldova were selected as target localities under this project for piloting a comprehensive assistance package, aiming to creating viable national models of successful (re)integration of migrants/returnees and mainstreaming of norms and methodologies for migration considerations into sustainable local development.

In this context, MiDL is financially supporting the implementation of 9 pilot community projects related to construction works (15,000\$ grants per project), developed and co-financed in partnership by local authorities and Associations of Natives ("Asociații de Băștinași"). The community projects are already selected and the granting process is on-going.

##### I. SCOPE OF WORK

The **overall objective** of National Consultant on provision of engineering assistance for community development projects (hereinafter Consultant) assignment is to provide technical assistance during the entire cycle of the implementation of community projects co-financed by MiDL/UNDP.

For the given purpose, the Consultant shall carry out the following **tasks**:

1. Ensure methodological assistance to target communities in preparation/endorsement of technical and spatial planning documentation for civic works.
2. Support target communities to properly organize the construction/equipment procurement tenders
3. Monitor the quality and timeframe of the project implementation
4. Final quality assurance of received works/services.

## II. TASKS AND ESTIMATED WORKLOAD

To ensure adequate implementation of all planned activities, MiDL/UNDP is seeking a qualified and experienced national consultant to perform the assignment in 9 target localities of Moldova.

| # | Locality                         | Project  |
|---|----------------------------------|--|
| 1 | Cantemir town                    | Modernization of community central park              |
| 2 | Sadaclia (Basarabeasca district) |  |
| 3 | Mihăileni (Râșcani district)     |  |
| 4 | Dondușeni town                   |  |
| 5 | Mereni (Anenii Noi district)     |  |
| 6 | Slobozia Mare (Cahul district)   |  |
| 7 | Cosnita (Dubasari district)      |  |
| 8 | Peresecina (Orhei)               | Reconstruction of the roof for community school      |
| 9 | Ciuciulea (Glodeni)              | Construction of sidewalk on central community street |

The assignment will require the completion of the following tasks in each locality:

| Tasks and deliverables   | Working days   | Indicative Timeframe        |
|--|--|-----------------------------|
| <p><b>I. Ensure methodological assistance to target communities in preparation/endorsement of technical documentation for civic works.</b></p> <p>1: Review the existing technical documentation and support its alignment with the national legislation and regulations</p> <p>2: Review and finalize the spatial planning documentation (zonal urban plans) for the proposed revitalization areas (only for 5 projects targeting modernization of community parks)</p> <p>2: Methodological support in performing the technical documentation for the proposed works, as required by national legislation</p> <p>3: Methodological support in budget detailing, according to the endorsed technical documentation</p> <p><b><u>Deliverable I.: Progress Report #1</u></b></p> <p>✓ Report - validation on the compliance of technical documentation for proposed works</p> | <p>3 days/locality (for 2 communities, inclusive 2 days in the field and 1 day in the office)</p> <p>5 days/locality (for 7 projects targeting modernization of community parks, inclusive 2 days in the field and 3 days in the office)</p> | December 2017–February 2018 |
| <p><b>II. Support target communities to properly organize the construction/equipment procurement tenders (assistance in review the local technical conditions, drafting technical specifications, evaluation of offers)</b></p> <p>1: Support in preparation of technical specifications for procurement of works/services</p> <p>2: Support in assessment/evaluation of technical part of the tender proposals</p> <p><b><u>Deliverable II.: Progress Report #2</u></b></p> <p>✓ Report- validation on the compliance of procurement process with endorsed technical specifications and principles of transparency, accountability and efficiency.</p>  | 2 days/locality, (exclusively in the field)  | February - March 2018       |
| <p><b>III. Monitor the quality and timeframe of the project implementation</b></p> <p>1: Ensure an adequate monitoring of the project implementation, by checking the intermediate quality results and time fulfilling.</p> <p>2: Support the beneficiaries (LPAs and Association of Natives) to manage the emerged (if any) problems, related to the quality and time compliance.</p> <p><b><u>Deliverable III: Progress Report #3</u></b></p> <p>✓ Report – validation of the progress quality (intermediate</p>   | 3 days/locality (exclusively in the field)   | March – July, 2018          |

| Tasks and deliverables  | Working days  | Indicative Timeframe |
|---|---|----------------------|
| monitoring)   |   |                      |
| <b>IV. Final quality assurance of received works/services</b><br>1. Support the beneficiaries (LPA and Association of Natives) to properly evaluate the quality of received works/services.<br>2. Support the beneficiaries to properly manage the emerged (if any) problems related to the works/services quality non-compliance with the specifications.<br><br><b>Deliverable III: Final Progress Report</b><br>✓ Report – validation on the compliance of received works/services with the endorsed specifications. | 2 days/locality<br>(1 day in the office and 1 day in the field) | July - August, 2018  |
| <b>Total up to</b>  | <b>104 days</b>   |                      |

Organizational settings: The Consultant will report to MiDL Project Manager and officers in charge.

Language of the deliverables: All deliverables shall be submitted in Romanian language.

Travel: All travel expenses are the **consultant's responsibility** and **shall be included in the consolidated financial offer**.

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

### III. QUALIFICATIONS AND SKILLS REQUIRED

#### I. Qualifications:

- University Degree in civil engineering, and / or architecture / construction or other relevant fields;

#### II. Experience:

- At least five years of professional working experience in the civil engineering, urbanism and spatial planning;
- At least five years of work within the specific of local development context;
- Previous experience in civil engineering, local construction norms and standards, building laws;
- Proven experience in spatial planning national regulation framework;
- Practice and abilities in implementation of community development programs;

#### III. Competencies:

- A strong client-service orientation;
- High level of responsibility and organization capacities;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point) and spatial planning software;
- Proficiency in Romanian and Russian;
- Sensitivity and respect for sustainable development, human rights and gender equality;
- Ability to deal with people with tact and diplomacy;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- 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.

The United Nations Development Programme 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.