



## TERMS OF REFERENCE

<b>Job title:</b>	Construction Consultant
<b>Duty station:</b>	Palanca, Stefan Voda, Chisinau, Moldova
<b>Reference to the project:</b>	"Construction of Palanca Jointly Operated Border Crossing Point on the territory of the Republic of Moldova"
<b>Contract type:</b>	Individual Contract (IC)
<b>Indicative Duration of assignment:</b>	135 working days, during April 2018 – December 2018
<b>Starting date:</b>	April, 2018

### I. Objective of the assignment:

The main objective of the assignment is to provide technical support to the Palanca JOBCP Project team in the supervision and monitoring of various construction, design and related activities through the construction period. The expected output from the Consultant is the provision of consultancy services to UNDP (Employer) for an efficient, qualitative and timely completion of construction of Palanca Jointly Operated Border Crossing Point (JOBCP), on the territory of the Republic of Moldova.

### II. Background:

Palanca international road border crossing point (BCP) is one of the BCPs between Moldova and Ukraine that experiences a high workload due to the passenger and cargo traffic avoiding Transnistria. It was built in 1998 and is located at the Moldovan side of the border on the edge of Palanca village, Stefan Voda district (150 km away from Chisinau).

The Palanca JOBCP will be constructed on the expanded territory of the current Palanca Border Crossing Point (BCP) situated on the R52 highway to the South of the village of Palanca and adjacent to the junction with the Ukrainian M15 Odessa-Reni highway. The establishment of Palanca Jointly Operated Border Crossing Point (JOBCP) on the territory of the Republic of Moldova will resolve the problem of the internal Ukrainian traffic, because all types of cross-border control of both countries will be fulfilled in one place, namely at Palanca JOBCP, without further control at 'Mayaki' BCP (Ukraine) and 'Udobne' BCP (Ukraine).

The JOBCP structures include a three-level administrative building, vehicle examination buildings, covered document processing channels with booths for the border police and customs officers from both Moldova and Ukraine. All of the buildings will be furnished, equipped and connected to utilities, communications and surveillance networks. The JOBCP will be fully paved and signed for vehicle routing and parking. Key items and installations of plant and equipment will be procured, installed and commissioned.

Since the project involves a large number and diverse types of construction works that need close monitoring and supervision, the Project is in need of contracting a construction expert to provide technical and professional support to the project team.

### **III. Scope of work and expected output:**

The scope of work outlined below is not exhaustive and is intended only to provide a broad description of the assignment. In particular the Consultant shall carry out the following tasks:

1. Prepare a work plan for the duration of the assignment;
2. Oversee, maintain and provide inputs for updating of the schedule of works;
3. Ensure that relevant contractual documents are prepared and submitted by the various contractors;
4. Examine designer's BoQs and identify the gaps not covered by the design or budget;
5. Check and confirm during bid evaluation procedure that the contractors have all the required national and local permits to perform the civil works according to their contracts before starting the construction works;
6. Maintain the contractors' permits folder and monitor the periodic status as a component of the reporting requirements;
7. Monitor the changes in the relevant local, regional and national requirements for permits, technical conditions and authorizations for ongoing construction works;
8. Serve as a main interlocutor between the project and local authorities;
9. Support the Project Manager and Project Officer in preparation of the monthly progress reports;
10. Develop a template and the requirements for the Contractors' reports related to the implementation of construction works;
11. Review the Contractors' progress reports and applications for payment;
12. Maintain the records for cumulative quantities of works;
13. Supervise site surveying works and records;
14. Supervise laboratory testing works and records;
15. Supervise design revisions and corrections;
16. Supervise drafting and clearance of the bills of quantities;
17. Oversee the "as built" drawings' submission procedure from the general contractor, subcontractors and surveying company;
18. Prepare and submit weekly reports on status of design issues;
19. Provide support to the project team in the preparation of the tender documents and in the evaluation of bids;
20. Build and maintain the technical archive folder of the project for its handing over to the Beneficiary;
21. Perform other duties as could be reasonably requested by the Project Manager.

## Reporting requirements

The Consultant shall deliver the following reports:

1. Work Plan – during the first 2 weeks of the assignment the Consultant shall submit the activity plan for the assignment. This plan shall be revised and updated in consultation with the Project Manager quarterly.
2. Monthly Progress Reports shall be submitted at the end of each calendar month. These reports will describe the Consultant's ongoing and planned activities and will comment on the need for any adjustments to the schedule for Deliverables, challenges encountered, proposed resolution of key issues, and lessons learned.
3. The Final Report shall be submitted two (2) weeks before the end of the contract period. The report shall summarize all issues related to the activities undertaken during the assignment.

## IV. Deliverables

Deliverable/milestone		Indicative timeframe	Indicative working days
1	Work Plan for the consultancy services for period April – November 2018	15 <sup>th</sup> of April 2018	4
2	Site visits and supervision of works	April – November 2018	110
2	Two reports on supervision of laboratory services and surveying works	June 2018, November 2018	8
5	Monthly Progress Reports, including site visits reports	Monthly	9
6	Final Report comprising all the assignment period.	November 2018	4
TOTAL, days			135

## V. Time frame, management and institutional arrangements

Organizational settings: The timeframe for the assignment of the construction consultant is planned tentatively from April 2018 till December 2018. The construction consultant will be responsible for its own office facilities according to the needs to accomplish fully the tasks and obligations under the contract. The construction consultant will work in close collaboration with the Project Manager and the Project Officer – for substantive aspects of the assignment. All consultant's deliverables shall be submitted for approval to the Project Manager. The Consultant is expected to be present part-time in Palanca JOBCP Project's office and on the construction site. He will perform his duties and submit the Reports to the Project Manager according to this ToR on monthly basis.

Language of the deliverables: All the above-mentioned deliverables should be duly prepared and submitted for approval to the Project Manager in Romanian or English.

Travel: The project team will provide transportation means to consultant for site visits under the present assignment.

Documents: The Palanca JOBCP project team shall make available to the Consultant all information, agreements, contract documents, construction drawings, technical specifications, etc. pertaining to the Consultant's assignment.

Financial arrangements: All candidates will be required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task, including but not limited to professional fees, communication, insurances etc.). The financial proposal should be presented with breakdown of costs per main category, i.e. professional fees /per day/per total, etc. Payment will be disbursed in instalments upon submission and approval of deliverables and timesheets and certification by UNDP that the services have been satisfactorily performed.

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

## **VI. Qualifications and skills required**

### Academic Qualifications:

- University degree in Civil Engineering or related field;

### Experience:

- Minimum of 10 years of total professional experience in Civil Engineering;
- Minimum 7 years of progressive experience as construction consultant/expert/engineer in implementation of large scale infrastructure projects;
- Experience with construction of: land improvement and asphalt works; water and sewerage utilities, local area networks, fire-fighting and video surveillance systems;
- Experience in international organizations with similar projects will be an advantage.

### Knowledge and competencies:

- Strong knowledge of implementing procedures in constructions and their sequence, such as: approvals, verifications, expertise, execution of works, commissioning, etc.
- Strong technical knowledge of construction standards and national legal requirements towards civil works construction (civil works, utilities, installations, roadworks), in particular:
  - a) Law on Quality in Constructions No.721/1996;
  - b) Law on authorization of construction works No.163/2010;
  - c) Government Decision No.361/1996 regarding quality assurance in constructions;
  - d) Government Decision No.285/1996 regarding approval of the Regulation for commissioning of constructions and installations;
  - e) Government Decision No.329/2009 regarding approval of the Regulation on technical-professional attestation of specialists in constructions;

Abilities & skills:

- Proven ability to plan, work and deliver on agreed deadlines;
- Proven ability to operate effectively in a team;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Attention to details;
- Proven report writing skills;
- Fluency in Romanian and Russian and working knowledge of English language;
- Computer literacy and ability to effectively use office technology equipment, IT tools.
- Proven commitment to the core values of the United Nations

**VII. Documents to be included in the proposal**

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

1. Cover letter, stating the interest and qualifications for the assignment;
2. Financial proposal with daily professional fee and total lump sum for the assignment;
3. Duly completed P-11 form or CV indicating the contact details of at least 3 referees;
4. Copies of Professional Certificates if available.