



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **2 August 2018**

Country: Republic of Moldova

Description of the assignment: Position 1: Construction Consultant and Position 2: Technical Supervisor (several positions) on Long Term Agreement basis

Project name: UNDP Moldova and other UN Agencies

Period of assignment/services: One year with possibility of extension for two additional years

Proposals should be submitted online by pressing the "Apply Online" button, no later than **16 August 2018**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: iurie.tarcenco@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

United Nations Development Programme (UNDP) works in some 170 countries and territories, including the Republic of Moldova, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion.

UNDP helps countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP programme in Moldova is guided by the Country Programme Document, and the UN-Moldova Partnership Framework "Towards Unity in Action" for 2013-2017 and its Action Plan, which is in line with the priorities of the Government of Moldova.

In a rapidly changing global environment, the work of UNDP and the broader UN family aligns with the new national development vision, Moldova 2020, and sector strategies. UNDP Moldova's country programme for 2013-2017 has three major focus areas:

1. Inclusive growth;
2. Effective governance;
3. Climate change, environment and energy.

In order to support UNDP and other UN Agencies' needs, as well as the needs of their projects and partners operations, the UN Agencies in the Republic of Moldova are procuring fairly a large volume of Construction and Civil Engineering Works and services, and have decided to join efforts for entering into a Long Term Agreement with qualified national consultants to provide Construction Consultancy and/or Technical Supervision in Constructions related services on Framework basis.

UNDP Moldova has been selected as the Lead Agency to organize and conduct the process for identifying qualified ICT consultants on behalf of the following UN Agencies in Moldova: IMF, WHO, IOM, UNHCR, UNFPA, UNAIDS, UNICEF, UN Women, OHCHR, EBRD. UNDP Moldova, on behalf of the UN Agencies listed above, envisages entering into Long Term Agreement with qualified Construction experts for an initial period of one year, with possibility for extension for two additional years.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultancy services will be provided on a demand-driven basis (upon request), being a part-time engagement.

Specific expectations from the IC will be articulated in the service requests to be made by UNDP and other UN

Agencies during the course of the contract.

The main objective of the assignments is to provide technical support to the UNDP and other UN Agencies teams 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 (Requester) for an efficient, qualitative and timely completion of construction projects, on the territory of the Republic of Moldova.

For detailed information, please refer to Annex 1 – Terms of Reference.

Important notice: When applying, Applicants must select and clearly indicate the type(s) of services that he/she applies for, as per below categories:

1. Services related to Construction Consultancy;
2. Services related to Technical Supervision.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University degree or equivalent in technical/engineering/constructions studies;

I. Experience For Consultants applying for Construction Consultant:

- Minimum of 10 years of total professional experience in Civil Engineering;
- Minimum 5 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.

II. Experience For Consultants applying for Technical Supervision Specialist:

- Minimum of 10 years of progressively responsible professional experience in the area of constructions, infrastructure development projects;
- Minimum 5 year of progressive experience as a licensed technical supervisor in civil engineering of a large scale infrastructure projects;
- Valid license for supervision services of civil works (License title: Construcții civile, industriale și agrozootehnice);
- Additional to civil work attestation in one or more of the following fields: road construction, water and sewage network/facility installation, ventilation/frigorific, electrical network, telecommunication network, automation systems, alarm systems, technological equipment installation will be a strong asset.
- Deep technical knowledge of standards and principles of construction contracts and business processes

Competencies:

- 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;
- Proven report writing skills
- Fluency in Romanian and Russian languages. Working knowledge of English will be a strong asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

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, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

The UNDP Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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:

- Offeror's Letter confirming Interest and Availability
- Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Duly completed and signed Personal History Form (P11), personal CV and at least 3 references.
- At least 2 references from a supervised ongoing and/or successfully completed construction object of large scale within the last 5 years.

5. FINANCIAL PROPOSAL

The Financial Proposal should be fixed and "all-inclusive". This means that all costs (professional fees and other related costs such as communication, insurance, etc., if any) are included in the daily fee. The financial proposal submitted by the applicants shall remain in effect for the period of 3 years of LTA..

Travel

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 long-listed based on the following minimum qualification criteria:

- University degree or equivalent in technical/engineering/constructions studies;
- Minimum of 10 years of total professional experience in Civil Engineering;
- Minimum 5 years of progressive experience as Construction Consultant or Technical Supervisor in implementation of large scale infrastructure projects;

Long-listed candidates will be invited for a written test for this position.

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

Cumulative analysis

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.

* Technical Criteria weight – 60% (300 pts);

* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

I. Experience For Consultants applying for Construction Consultant:

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University degree or equivalent in technical/engineering/constructions studies;	Master's degree – 10 pts., PhD Degree – 20 pts.	20
Minimum of 10 years of total professional experience in Civil Engineering;	10 years – 40 pts., each additional year of experience – 5 pts. up to a maximum of 60 pts.	60
Minimum 5 year of progressive experience as a licensed technical supervisor in civil engineering of a large scale infrastructure projects;	5 years – 40 pts., each additional year of experience – 10 pts. up to a maximum of 60 pts.	60
<u>Interview</u>	<ul style="list-style-type: none"> • Experience with construction of: land improvement and asphalt works; water and sewerage utilities, local area networks, fire-fighting and video surveillance systems - - up to 30 pts.; 	150

	<ul style="list-style-type: none"> • Experience in international organizations with similar projects will be an advantage. - - <i>up to 30 pts.</i>; • Strong knowledge of implementing procedures in constructions and their sequence, such as: approvals, verifications, expertise, execution of works, commissioning, etc. . - - <i>up to 30 pts.</i>; • Strong technical knowledge of construction standards and national legal requirements towards civil works construction (civil works, utilities, installations, roadworks), in particular: <ul style="list-style-type: none"> 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; . - - <i>up to 30 pts.</i>; • Previous experience of similar assignments within an UNDP Project and/or other international organization is an advantage - <i>up to 10 pts.</i>; • Fluency in Romanian, Russian languages (verbal and written) working knowledge of English - <i>up to 30 pts.</i>; 	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(no – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.)	10
Maximum Total Technical Scoring	300	

II. Experience For Consultants applying for Technical Supervision Specialist:

Criteria	Scoring	Maximum Points Obtainable
Technical		
University degree or equivalent in technical/engineering/constructions studies;	Master's degree – 10 pts., PhD Degree – 20 pts.	20
Minimum of 10 years of progressively responsible professional experience in the area of constructions, infrastructure development projects;	10 years – 40 pts., each additional year of experience – 5 pts. up to a maximum of 60 pts.	60
Minimum 5 years of progressive experience as Construction Consultant or Technical Supervisor in implementation of large scale infrastructure projects;	5 years – 40 pts., each additional year of experience – 10 pts. up to a maximum of 60 pts.	60
<u>Interview</u>	<ul style="list-style-type: none"> • Valid license for supervision services of civil works (License title: Construcții civile, industriale și agrozootehnice;) - <i>up to 30 pts.</i>; • Additional to civil work attestation in one or more of the following fields: road construction, water and sewage network/facility installation, ventilation/frigorific, electrical network, telecommunication network, automation systems, alarm systems, technological equipment installation will be a strong asset. - <i>up</i> 	150

	<i>to 30 pts.;</i> <ul style="list-style-type: none"> • Deep technical knowledge of standards and principles of construction contracts and business processes - <i>up to 30 pts.;</i> • Previous experience of similar assignments within an UNDP Project and/or other international organization is an advantage - <i>up to 30 pts.;</i> • Fluency in Romanian, Russian languages (verbal and written) working knowledge of English - <i>up to 30 pts.;</i> 	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(no – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.)	10
Maximum Total Technical Scoring	300	

* Under-represented group in the area of assignment (IT industry) are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

Financial	
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – 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