



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 9, 2018

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**Country:** Republic of Moldova

**Description of the assignment:** Civil Works Engineer

**Project name:** "Strengthening capacities of the Ministry of Internal Affairs of the Republic of Moldova (MIA) and its internal subdivisions for the effective implementation of the sector reform agenda" Project (MIA Project)

**Period of assignment/services:** August 2018 - December 2018 (estimated workload: 75working days)

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### 1. BACKGROUND

The **Objective** of the project is to contribute to the enhancement of the operational and functional framework of MIA for the efficient, transparent and inclusive implementation of the sector reform agenda in the areas of public order, civil protection, border security, migration and asylum in compliance with the national priorities and international commitments improving the effectiveness in designing and implementation of sectoral policies and services addressing the needs of men and women in Moldova. The actions of the project will facilitate the creation of the viable gender sensitive nationwide mechanism ensuring an appropriate preparedness of state authorities to respond to events that pose a direct threat to public order and national security through a coordinated interaction.

The expected **outcome** of the Project is to enhance the MIA and its sub-divisions capacities, equip them with instruments and tools to implement the sector reform agenda in line with the national priorities and international commitments improving the effectiveness in designing and implementation of policies addressing the needs of men and women in the Republic of Moldova.

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

#### Specific context

Among other specific components the Proposed project is particularly focused on the achievement of the following results:

The operationalization of the **MIA Crisis Centre** will be supported by the Centre premises renovation/adaptation and endowment with needed equipment, including ICT. On the basis of the Government Decision nr.1206 as of 11.02.2016 on the National Coordination Center for the Public Order

Integrated Actions (Crisis Center) the MIA has developed a design plan for the Crisis Centre that will be used by the project. The mission of the Crisis Center is to ensure integrated management of the public order crises by accumulation, analysis, generalization, and dissemination of relevant data and information, proper risk and threats assessment. Currently, the reconstruction works of the Crisis Center are ongoing and are expected to be finalized at the end of September 2018. The project will also contribute to the elaboration of the Standard Operating Procedures (SOP) of the Centre ensuring its effective functioning. In this respect, UNDP will build on good international practices, rules, regulations, and standards by accessing advanced regional expertise and using its other comparative advantages.

The proposed initiative also aims to contribute to a decrease in cases of drowning, mainly by a detailed design and renovation works to upgrade the **MIA Swimming Training Center** for life skills trainings of MIA system staff, as well as the population in the vicinity. The upgraded facility will be used for more effective drowning cases' simulation (first aid and rescue) training courses. Besides enhancing MIA's capacity, this activity includes clear benefits for youth, men and women belonging to vulnerable groups. The MIA analysis over recent years showed an alarming situation in terms of death rate, especially among youth, caused by drowning in the aquatic areas of the country. The Project will ensure provision of relevant expertise to develop a programme for continuous learning for rescuers and divers. Furthermore, it will support the involvement of all stakeholders, including; local public authorities (LPAs) and civil society to tackle the alarming drowning statistics in the country. To ensure the participatory approach in this intervention, a Working Group will be established consisting of representatives of the Ministry of Internal Affairs, Department for Civil Protection, Ministry of Education, Ministry of Youth and Sports, Local Public Administration, school associations of parents, CSOs and other relevant stakeholders.

The tender for the selection of company responsible for the reconstruction of MIA Swimming Training Centre was carried out and it is expected that the reconstruction will be undertaken at the end of August 2018 to be completed until the end of the year.

Given the specific complexity of the process, a Civil Works Engineer is expected to be hired through an open competition. The Civil Works Engineer will assist the MIA team in the evaluation, coordination, monitoring and commissioning of civil works implemented under the MIA Project.

### **Objective of the assignment**

The **overall objective of this assignment** for the Civil Works Engineer is to assist the MIA Project team in effective and efficient implementation of infrastructural project subcomponents related to social infrastructure rehabilitation, through a range of actions contributing to the planning, management and monitoring of project activities, in accordance with the contract requirements and applicable construction standards and legislation of Republic of Moldova.

For detailed information, please refer to Annex 1 – Terms of Reference (MIA Project).

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **I. Academic Qualifications:**

- University degree in Civil Engineering/Construction, and/or Architecture.

#### **II. Years of experience:**

- At least five years of progressive work in the areas of civil engineering and infrastructure rehabilitation at the national or international level;

- Experience in managing/supervising infrastructure rehabilitation of sites with special regime will be considered a strong asset;
- Experience in community-oriented programmes, project design, implementation, and monitoring and evaluation of social infrastructure projects;
- Experience in working with the international organizations on similar assignments would be an advantage (successful experience in working with UN agencies is an asset);
- Strong knowledge and extensive experience in working with software similar to WinSmeta, AutoCad/ArhiCad.

### III. Competencies:

- Specialised technical certification in engineering/construction field;
- Good knowledge of the national legal and the regulatory framework pertaining to the construction works;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point);
- Demonstrated communication, teamwork, presentation and advocacy skills, particularly regarding human rights and gender equality issues;
- Strong organizational skills;
- Good written and reporting skills;
- Flexibility, ability to work under tight deadlines;
- Ability to focus on goals and adapt processes to achieving goals.

### IV. Language Requirements:

- Fluency in Romanian and Russian. Knowledge of English would be an asset.

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.

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. Proposal:

- (i) Cover letter, explaining why they are the most suitable for this position;
- (ii) Offeror's Letter confirming Interest and Availability;
- (iii) Updated P11 form (found at the UNDP Moldova website), including past experience in similar projects and 2 references.
- (iv) A copy of a narrative report on previously managed/supervised infrastructure rehabilitation sites.

## **5. FINANCIAL PROPOSAL**

Contracts based on daily fee.

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

## **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;
- At least five years of progressive work in the areas of civil engineering and infrastructure rehabilitation at the national or international level.

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 a contract shall be made to the individual consultant whose offer has been evaluated and determined as both:

- 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.

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b><u>Technical</u></b>		
University degree in Civil Engineering/ Construction, Architecture or other related area.	(Bachelor – 20 pts., Master – 30 pts.)	30
At least five years of progressive work in the areas of civil engineering and infrastructure rehabilitation at the national or international level.	(5 years – 25pts, >5 years – 5 pts. for each additional year of experience up to a maximum of 25 additional points)	50
Experience in managing/supervising infrastructure rehabilitation of sites with special regime will be considered a strong	(no – 0 pts; each year of such experience - 10 pts., up to - 45 pts.)	45

asset;		
Experience in working with the international organizations on similar assignments would be an advantage (successful experience in working with UN agencies is an asset)	(no – 0, yes – 20 pts)	20
Good written and reporting skills	(Fair skills – 20 pts, good skills - 40 pts)	40
<b><u>Interview</u></b>		
Strong knowledge and extensive experience of software similar to WinSmeta, AutoCad/Arhicad	(up to 25 pts)	25
Good knowledge of the national legal and regulatory framework pertaining to the construction works	(up to 25 pts)	20
Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point)	(up to 15 pts)	15
Demonstrated communication, teamwork, presentation and advocacy skills, particularly regarding human rights and gender equality issues	(no – 0 pts, yes – 20 pts)	20
Strong organizational skills;	(up to 20 pts)	20
Fluency in Romanian and Russian. Knowledge of English would be an asset.	(Romanian, Russian and English – 5 pts. each; up to 15)	15
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

#### 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**