

Migration and Local Development Project

Terms of Reference

Job title:	National Consultant on Construction Engineering and Spatial Planning
Duty Station:	Chisinau, The Republic of Moldova
Project name:	Migration and Local Development Project (MiDL)
Type of Contract:	Individual Contract
Starting Date:	August 1, 2019
Period of Assignment:	Starting from August 1 st / 2019, 12 months (up to 101 working days)

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **24 July 2019**.

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

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.

During the first phase of implementation (2016-2018), the UNDP/MiDL project proved that the diaspora can contribute a lot back to their places of origin: it is now more engaged in their home communities development through 38 Home Town Associations (HTAs), providing already over 4 mln Lei to local development projects. Moreover, more than 100 additional HTAs were launched in Moldova, based on the UNDP/MiDL tested model, being at different stages of progress.

Building on the positive experience from 2016-2018, a new 4-year (2019-2022) phase of the 'Migration and Local Development Project' was launched in January 2019, to be implemented by UNDP with the financial support from the Swiss Agency for Cooperation and Development. The Overall Goal of this continuation is maximizing the impact of migration on the socio-economic

development through an improved institutional framework and engaged Diaspora. In this context, the project shall pursue two Outcomes: Outcome 1: *Moldovan labour, potential, actual and returning migrants benefit from comprehensive employment support services*; Outcome 2: *Community members, including migrants are meaningfully engaged in the local development process*.

Under Outcome 1, the project will ensure that Moldovan labour, potential, actual and returning migrants benefit from comprehensive employment support services. To that end, national and local authorities will be fully equipped to answer to the needs of all categories of migrants at each stage of migration (pre, migration, post).

Under Outcome 2, actions will warrant that community members, including migrants are meaningfully engaged in the local development process. In line with that, activities will focus on working close with public authorities, other local actors and migrants for the effective implementation of local development initiatives aimed at improving local services and offering income-generating opportunities at local level.

As part of efforts under Outcome 2, UNDP/MiDL Project is looking to further develop the institutional capacities of HTAs and will provide seed funding to thereof to independently implement local development schemes, identified jointly with the local community, including with migrants, based on the 1+1 principle. This set up will be done in the framework of two grant programs launched within the project: HTAs Accelerator and HTAs Incubator.

In this context, MiDL is financially supporting the implementation of 10 projects within HTAs Accelerator and 28 projects HTAs Incubator. Majority of these community development projects involve construction works for improving the condition of sidewalks, playgrounds for children, gyms, stadiums and other sportsgrounds, recreation areas, parcs, social buildings, community centers, and other communal infrastructure for public service provisions.

In line with the above, UNDP/MiDL Project seeks an experienced National Consultant to assist the UNDP/MiDL Project team and HTAs on construction engineering and spatial planning issues during the implementation of 11 community development projects related to construction/reconstruction works for improving the condition of parks, recreation areas, and playgrounds/sportsgrounds.

II. SCOPE OF WORK

The **overall objective** of National Consultant on provision of construction engineering and spatial planning assistance for community development projects (hereinafter Consultant) assignment is to provide technical assistance during the entire cycle of the implementation of the 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.

III. 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 4 projects within MiDL HTAs Accelerator and 7 projects within HTAs Incubator. The location of the projects and the projects' main goals within the different grant programs are presented below.

The location and main goal of the projects within MiDL HTAs Accelerator Grant Program

#	Location	Project's main goal
1	Straseni, Straseni	Modernization of the community central park, including setting up a playground and a sportsground
2	Telenesti, Telenesti	Establishment/revitalization of playgrounds for children
3	Cotiujenii Mari, Soldanesti	Reconstruction/revitalization of a pedestrian alley
4	Sipoteni, Călărași	Revitalization/landscaping of the dumpsite area

The location and main goal of the projects within MiDL HTAs Incubator Grant Program

#	Location	Project's main goal
1	Mascauti, Criuleni	Revitalization of the community park
2	Sofia, Drochia	Construction of a cultural/historical landmark and landscaping
3	Mateuti, Rezina	Reconstruction of a pedestrian alley
4	Navirnet, Falesti	Establishment of a playground for children in the community park
5	Tomai, UTA Gagauzia	Revitalization of the community area
6	Delacau, Anenii Noi	Reconstruction/revitalization of an outdoor community area (fountain)
7	Izbiste, Criuleni	Landscaping (planting trees) around the waste dumping site

The assignment will require the completion of the following tasks for the communities implementing the projects:

Tasks and deliverables	Estimated workload (working days)	Indicative Timeframe
<p>I. Ensure methodological assistance to target communities in preparation/endorsement of technical documentation for civic works.</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 (for projects targeting modernization of community parks and other outdoor recreation areas).</p> <p>3. Methodological support in performing the technical documentation for the proposed works, as required by national legislation.</p> <p>4. Methodological support in budget detailing, according to the endorsed technical documentation.</p> <p>Deliverable I.: Progress Report #1 ✓ Report - validation on the compliance of technical documentation for proposed works</p>	<p>Up to 30 days</p> <p>(HTAs Accelerator projects: up to 4 days/locality; 2 days in the field and 2 days in the office)</p> <p>(HTAs Incubator projects: up to 2 days/locality; 1 day in the field and 1 day in the office)</p>	<p>August 2019 - January 2020</p>
<p>II. Support target communities to properly organize the construction/equipment procurement tenders (assistance in review the local technical conditions,</p>	<p>Up to 19 days</p> <p>(HTAs Accelerator</p>	<p>August 2019 - May 2020</p>

Tasks and deliverables	Estimated workload (working days)	Indicative Timeframe
<p>drafting technical specifications, evaluation of offers). 1. Support in preparation of technical specifications for procurement of works/services. 2. Support in assessment/evaluation of technical part of the tender proposals.</p> <p>Deliverable II.: Progress Report #2. ✓ Report- validation on the compliance of procurement process with endorsed technical specifications and principles of transparency, accountability and efficiency.</p>	<p>projects: up to 3 days/locality, exclusively in the field)</p> <p>(HTAs Incubator projects: 1 day/locality, exclusively in the field)</p>	
<p>III. Monitor the quality and timeframe of the project implementation. 1. Ensure an adequate monitoring of the project implementation, by checking the intermediate quality results and time fulfilling. 2. Support the beneficiaries (LPAs and HTAs) to manage the emerged (if any) problems, related to the quality and time compliance.</p> <p>Deliverable III: Progress Report #3 ✓ Report – validation of the progress quality (intermediate monitoring)</p>	<p>Up to 15 days</p> <p>(HTAs Accelerator projects: up to 2 days/locality, exclusively in the field)</p> <p>(HTAs Incubator projects: 1 day/locality, exclusively in the field)</p>	January 2020 - May 2020
<p>IV. Final quality assurance of received works/services 1. Support the beneficiaries (LPA and ATAs) to properly evaluate the quality of received works/services. 2. Support the beneficiaries to properly manage the emerged (if any) problems related to the works/services quality non-compliance with the specifications.</p> <p>Deliverable III: Final Progress Report ✓ Report – validation on the compliance of received works/services with the endorsed specifications.</p>	<p>Up to 22 days</p> <p>(2 days/locality; 1 day in the office and 1 day in the field)</p>	May 2020 - July 2020
<p>V. On demand assignments for similar activities/projects. 1. Support other localities in implementing activities with similar scope.</p> <p>Deliverable IV: Report on the activity performed Report – validation of the implemented assignment for the demand support to localities.</p>	<p>Up to 15 days (up to 5 localities to be supported; up to 3 days/locality; mean travel per locality - 300 km)</p>	August 2019 - July 2020
Total up to	101 days	

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.

IV. QUALIFICATIONS AND SKILLS REQUIRED

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

- 2) 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;
 - Previous experience in development assistance or related work for a donor organization, development partners, UN Agencies

- 3) 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.