



**Support to Confidence Building Measures Programme**  
This Programme is financed by the European Union,  
co-financed and implemented by United Nations Development Programme



*Empowered lives.  
Resilient nations.*

## **TERMS OF REFERENCE**

### **National Consultant - Community Infrastructure within the Support to Confidence Building Measures Programme**

<b>Job title:</b>	National Consultant on Community Infrastructure (part time)
<b>Duty station:</b>	Chisinau and field trips to assigned projects
<b>Reference to the project:</b>	“Support to Confidence Building Measures” Programme
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract Duration:</b>	12 months with a possibility of extension (17 days per month)
<b>Starting date:</b>	25 February 2013

#### **Job Content**

##### **I.Context:**

The “Support to Confidence Building Measures” Project is a three-year initiative funded by the European Union, co-funded and implemented by the UNDP. The main objective of the project is to increase confidence between Chisinau and Tiraspol by involving municipalities and civil society organizations in confidence building projects.

The project includes activities in the fields of business development, civil society development, rehabilitation of infrastructure on both banks of Nistru River, environment, healthcare etc.

Among other thematic components, the SCBM Programme provides of support for a total of 40 community development projects in the right-bank Security Zone and Transnistrian region of Moldova, to improve access to and deliver essential public services, as well as promote confidence building and cooperation across the Nistru River.

Projects are focused on the rehabilitation of key social institutions, such as education, health facilities, and improvements to critical physical infrastructure, such as water supply, sewage networks and waste management. Each project aims at promoting **people-to-people contacts** and **cross-river** exchanges.

In order to ensure a tangible impact, the programme provides support to medium-sized infrastructural projects which will require a minimum budget of 50,000 USD, but not exceed 150,000 USD. Until the present 28 out of 40 infrastructural projects were selected and currently are implemented by the SCBM Programme team in partnership with LPA. The task of technical evaluation, local coordination, monitoring and commissioning of the reconstruction



works for each specific project is delegated to a team of local engineers previously hired by the SCBM Programme. The role of the National Consultant is to ensure the efficient coordination of reconstruction works for a number of fifteen infrastructural projects from security zone through a team of local engineers and in close collaboration with LPA.

## **II. Objective of the assignment**

Under the Community Development and Social Infrastructure Project, the Consultant will assist the SCBM Programme team in the evaluation, coordination, monitoring and commissioning of the reconstruction works through a team of local engineers in the assigned localities from the security zone on the right bank of Nistru River (districts of Floresti, Soldanesti, Rezina, Orhei, Criuleni, Dubasari, Anenii Noi, Causeni and Stefan Voda).

## **III. Specific tasks and responsibilities:**

Under the guidance and direct supervision of the Community Development Project Manager and Social Infrastructure Project Officer, the consultant contributes to an effective and efficient implementation of confidence building project component related to social infrastructure rehabilitation activities, through a range of actions contributing to the design, planning, management and monitoring of project activities, and shall:

- Through a team of local engineers and technical supervisors assume responsibility for the practical coordination of and infrastructure rehabilitation project activities and resources (human, financial, physical / material assets, etc.) in order to meet expected results;
- Provide assistance to the project team in planning, preparing and evaluation of EoI, RfQ, ItB and RfP;
- Provide assistance to communities for designing local development project drafts as well as work on the quality of the concept papers, proposal outlines and agreements in close cooperation with the grant recipients;
- Assist and consult the local authorities and community groups in preparing Public Tenders, assessing, preparing and supervising qualitative carrying out of civil works, contract fulfilment monitoring and periodical performance evaluation during projects' implementation process;
- Provide assistance in selection, periodic evaluation of local engineers and technical supervisors activity;
- Provide support in elaboration and periodic updating of TOR for local technical supervisors and engineers from assigned infrastructural projects;
- Ensure an efficient coordination and monitoring of the activities carried out by project local engineers and technical supervisors that are operating in the assigned infrastructural projects;
- Monitor and follow up on local development projects progress according to the grant agreements and UNDP procedures related to civil works;
- Ensure timely submission of financial and activity reports by communities and sub-contractors and ensure correct and harmonized reporting by recipients on key performance indicators;
- Collect systematically the information from the field and contribute to the preparation of quarterly work plans/reports and financial progress reports related to the community development projects as may be required by the Project Manager;



- Contribute to the wide dissemination and visibility of project achievements. Support mechanisms for exchange of information, experience and lessons learned at the local and national levels;
- Maintain close coordination with assigned project partners, helping at ensuring synergies and avoiding overlaps in project implementation;
- Other relevant tasks.

#### **IV. Deliverables:**

<b>No.</b>	<b>Deliverable/milestone</b>	<b>Indicative timeframe</b>
1.	On-going coordination and monitoring of the activities carried out by project local engineers and technical supervisors performed. Monitoring of assigned local development projects progress performed. Aggregated on going reports regarding the stage of implementation for assigned infrastructural project provided.	Weekly
2.	Coordination of and infrastructure rehabilitation project activities and resources. Assistance to the project team in planning, preparing and evaluation of EoI, RfQ, ItB and RfP provided. Monthly consolidated reports regarding local engineer's performances provided.	Monthly
3.	Support in elaboration and periodic updates of TOR for local technical supervisors and engineers provided. Assistance in selection, periodic evaluation of local engineers and technical supervisors' activity provided. Inputs to SCBM/Community Development Project quarterly reports provided.	Quarterly

#### **V: Organizational and financial arrangements:**

The National Consultant shall work under the direct supervision of the Community Development Project Manager within the Programme office; systematic field visits outside Chisinau will be required. The National Consultant is expected to work approximately 17 working days per month, or more depending on the volume of work, but shall not exceed 204 days during the entire assignment. The National Consultant will be provided with the necessary information, materials and logistics for the fulfillment of his/her tasks, including the transportation means for the field visits upon request. The National Consultant shall present the reports on deliverables to the Community Development Project Manager one week prior to the last day of each month.

#### **VI. Payment for provided services:**

The payment for services provided by the National Consultant under the SCBM Programme will be made post factum on a lump-sum basis (once a month), as per contract, after the work has been accepted by the Community Development Project Manager. The monthly payments shall be processed based on the daily fee according to the total number of worked days during



that particular month. The deliverables and their schedule of presentation may be subject to amendment upon discussion agreement with the Community Development Project Manager.

**J: Qualifications and skills required:**

- ◆ University degree in Civil Engineering/Construction, and/or Architecture;
- ◆ At least three years of progressively coordination experience is required at the national or international level in the areas of community development/infrastructure rehabilitation work. (Experience of work in Security Zone or in the Transnistrian region and/or in programmes financed by European Commission is an advantage);
- ◆ Experience in community-oriented programmes, project design, implementation, and monitoring and evaluation;
- ◆ Work experience with UN Agencies and/or international organizations is an advantage;
- ◆ Specialised technical certification in the related field;
- ◆ Good computer skills. User knowledge of specialised software: WinSmeta 2000 etc.
- ◆ Fluency in oral and written Romanian, Russian. Good knowledge of English.

***Personal attitudes and qualities:*** Responsibility, ability to meet deadlines and prioritize multiple tasks, good interpersonal and communication skills, organizational skills, creative approach in solving problems, punctuality and flexibility.