

## TERMS OF REFERENCE

### Civil Works Consultant

<b>Job title:</b>	<b><i>Engineer-Civil Works Consultant (Transnistria region)</i></b>
<b>Duty station:</b>	Tiraspol and other cities in Transnistria
<b>Reference to the:</b>	"Support to Confidence Building Measures" Programme
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract Duration:</b>	16 July- 31 December 2012 (with possibility of extension)

### Job content

#### I. Background

In 2012 the UNDP Moldova launched a three years "Support to Confidence Building Measures" Programme (SCBM Programme), funded by European Union, co-funded and implemented by UNDP Moldova. The **overall objective** of the programme is to increase confidence between both banks of the Nistru River through ensuring social-economic development by involving local authorities, civil society organizations, business community and other stakeholders.

The SCBM Programme includes, among other thematic components, provision of support for community development projects on both banks of Nistru River, to improve access to and deliver essential public services, as well as promote confidence building and cooperation across the Nistru River.

Projects will focus 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.

In order to ensure a tangible impact, the programme will provide support to medium-sized infrastructural projects which will require a minimum budget of 50,000 USD, but not exceed 150,000 USD.

In May-June 2012 a preliminary selection of potential projects was organized by SCBM Programme. Based on the information gathered and the analysis of the most urgent needs of communities on the left bank of Nistru River, the SCBM Programme is expecting to select for funding a number of 7-10 Project Proposals.

In order to start reconstruction works, evaluation, coordination, supervision, and subsequent commissioning of the selected infrastructure projects, the project plans to recruit consultants, individuals with relevant experience and skills.

Considering the number and the geographical area of the potential infrastructural project, the SCBM Programme is planning to involve several engineers related to civil works. Each consultant will be responsible for supervision of up to 4-5 infrastructural projects from Transnistria.

#### II. Objective of the assignment

The objective of this consultancy service is to assist the SCBM Programme team in the evaluation, coordination, monitoring and commissioning of the reconstruction works in the assigned localities on the left bank of Nistru River (districts of Camenca, Ribnita, Dubasari, Grigoriopol, Tiraspol and Slobozia). The Contractor will work under the supervision of the program staff.

In order to achieve objectives the contractor will provide:

1. Timely support to program staff in terms of technical expertise in the community development and civil works fields;

2. Continuous cooperation with representatives of relevant public institutions, representatives of partner LPAs and relevant community stakeholders;
3. Timely reporting to program staff.

### III. Expected results/Deliverables

The results expected from the Consultant's service provision per each reconstruction project are:

ITEM NO.	Deliverables	Item	Terms
<b>1</b>	<b><i>General Duties and responsibilities :</i></b>		
	<ul style="list-style-type: none"> <li>Maintain liaison and direct communications with the contractors. Written communications and other documents with the contractors should be initially approved by program staff.</li> </ul>		
	<ul style="list-style-type: none"> <li>Maintain and facilitate the communication with local State Construction Inspectorates related to reconstruction process.</li> </ul>		
	<ul style="list-style-type: none"> <li>Provide advice and guidance to program staff.</li> </ul>		
	<ul style="list-style-type: none"> <li>Coordination of technical work in reconstruction of infrastructure objects.</li> </ul>		
<b>2</b>	<b><i>Preliminary evaluation on the selected infrastructural projects:</i></b>		
	<ul style="list-style-type: none"> <li>Site visits to preselected infrastructural projects. Collecting the necessary technical documentation. Carry out preliminary technical expertise of the preselected infrastructure. Evaluate the technical feasibility of preselected project proposals.</li> </ul>	Per project	1 day
	<ul style="list-style-type: none"> <li>Prepare and submitting relevant technical feasibility reports with necessary conclusions and recommendations.</li> </ul>	Per project	0,5 day
<b>3</b>	<b><i>Stage of technical design of infrastructure projects:</i></b>		
	<ul style="list-style-type: none"> <li>Assist in the program staff to prepare the tender documents for selection of a design office for design of reconstruction works of the assigned infrastructural projects.</li> </ul>	Per tender	0,5 day
	<ul style="list-style-type: none"> <li>Prepare the task list for design works of the assigned infrastructural projects.</li> </ul>	Per project	0,5 day
	<ul style="list-style-type: none"> <li>Monitoring of design works of the assigned infrastructural projects.</li> </ul>	Per project	1,25 days
<b>4</b>	<b><i>Stage of reconstruction of infrastructure projects:</i></b>		
	<ul style="list-style-type: none"> <li>Assist the SCBM/Project team in preparing the tender documents for selection of construction companies responsible for reconstruction works of the assigned infrastructural projects.</li> </ul>	Per project	1 day
	<ul style="list-style-type: none"> <li>Assist the SCBM/Project team in evaluation of technical and financial offers submitted by construction companies.</li> </ul>	Per project	2 days
	<ul style="list-style-type: none"> <li>Assist the SCBM/Project team in preparation of the contract with construction companies.</li> </ul>	Per project	0,25 day
	<ul style="list-style-type: none"> <li>Assist the SCBM/Project team in the process of selection of field technical supervisors for the assigned infrastructural projects.</li> </ul>	Per tender	1,5 days
	<ul style="list-style-type: none"> <li>Carry out systematic field visits no less than one time per week to each assigned infrastructural project. The consultant will verify if the Construction companies perform all technical requirements in accordance with the contractual terms and conditions. Inspect the quality of work and quality of the materials used. The consultant will verify the compliance with National State Standards of the Republic of Moldova and UNDP Moldova procedures.</li> </ul>	Per visit	0,5x12= 6 days
	<ul style="list-style-type: none"> <li>Monitor the contractors' performance and notify them on deficiencies observed and request appropriate action to effect correction. Document</li> </ul>	Per visit	

	and report any incidents of faulty or nonconforming works, delays, or problem to the program staff.		
	<ul style="list-style-type: none"> <li>Submit once in two weeks written reports concerning contractor's performance and renovation process status to the program staff.</li> </ul>	Per report	0,25 x 6 = 1,5 days
<b>5</b>	<b><i>Stage of commissioning of infrastructure projects:</i></b>		
	<ul style="list-style-type: none"> <li>Assist the project beneficiaries in building up of the final commissioning committee.</li> </ul>	Per project	0,5 day
	<ul style="list-style-type: none"> <li>Assist the Project Manager in evaluating the results of the companies involved in reconstruction of infrastructure projects.</li> </ul>	Per project	0,5 day
	<ul style="list-style-type: none"> <li>Assist in final project transfer, supervision of correct documentation of final receipts for all vendors. Ensure the compliance with all procedures of object completion stage.</li> </ul>	Per project	0,5 day
	<ul style="list-style-type: none"> <li>Draft the minutes of the final commissioning meeting and collect the signatures of the commissioning meeting members.</li> </ul>	Per project	
	<ul style="list-style-type: none"> <li>Preparation of final report on the delivery of the object with the accompanying photographs of each stage; providing the report to project staff.</li> </ul>	Per report	1 day

#### **IV. Organizational setting**

The consultant shall work under the direct supervision of program staff. The Contractor will work outside the project office and will participate in all working meetings organized by the Project. The Contractor will be provided with the necessary information, materials and logistics for the fulfilment of tasks. The Contractor is fully responsible for all necessary travel and accommodation arrangements, as transportation will not be provided by the SCBM Programme.

#### **V. Payment for provided services**

The payment for services provided by the Consultant under the SCBM Programme will be made on a lump-sum basis (once in 2-3 months, according to deliverables completed), as per contract, and accepted by the program staff.

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

- Higher education in civil engineering and / or architecture;
- Specialised technical certification in related fields ;
- At least five years of work experience in the field (general reconstruction works, water and sanitation or within a technical design company) as well as deep knowledge of local circumstances and conditions relating to infrastructure projects implemented in Transnistria;
- Activity experience within community development programs will be an advantage;
- Work experience with UN Agencies and/or international organizations is a distinct advantage;
- Good computer skills; User knowledge of specialised soft: WinCмета 2000 is an advantage;
- Personal qualities: responsibility, communication abilities, organization capacities, creative approach to problems, punctuality, flexibility;
- Fluency in Russian.

#### **VII. Documents to be included in the proposals**

Interested consultants-individuals must submit the following documents / information in order to demonstrate their qualifications:

1. The proposal - a brief methodology of their approach to work and its implementation (if applicable);
2. Financial proposal;
3. Form P11 / personal CV with the latest information, including data on past experience in similar projects, and at least 3 letters of recommendation.

### Financial proposal

The financial proposal should be submitted to the U.S. dollar as the following table (one project):

Budget item	Payment per day	Total payment
a. The total amount per day, including travel expenses for departure to the place (~ 16 visits / <u>10 days</u> )		
b. Total amount per day without site visits to the place ( <u>10 days</u> )		
c. Communication costs (~ <u>20 days</u> )		
<b>TOTAL</b>		

Payments are made on the basis of the results, i.e., after the provision of services specified in the TOR.

Proposals should be sent by e-mail: [vacancies-moldova@undp.org](mailto:vacancies-moldova@undp.org) no later than July 09, 2012.