



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **09 March 2018**

**Country:** Republic of Moldova

**Description of the assignment:** Construction Consultant

**Project name:** "Construction of a Jointly Operated Border Crossing Point at Palanca, RM"

**Period of assignment/services:** 135 working days, starting with April 2018 through December 2018

Proposals should be submitted online by pressing the **"Apply Online"** link no later than **26 March 2018**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [adrian.bejenaru@undp.org](mailto:adrian.bejenaru@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

Palanca international road border crossing point (BCP) is one of the BCPs between Moldova and Ukraine that experiences a high workload due to the passenger and cargo traffic avoiding Transnistria. It was built in 1998 and is located at the Moldovan side of the border on the edge of Palanca village, Stefan Voda district (150 km away from Chisinau).

The Palanca JOBCP will be constructed on the expanded territory of the current Palanca Border Crossing Point (BCP) situated on the R52 highway to the South of the village of Palanca and adjacent to the junction with the Ukrainian M15 Odessa-Reni highway. The establishment of Palanca Jointly Operated Border Crossing Point (JOBCP) on the territory of the Republic of Moldova will resolve the problem of the internal Ukrainian traffic, because all types of cross-border control of both countries will be fulfilled in one place, namely at Palanca JOBCP, without further control at 'Mayaki' BCP (Ukraine) and 'Udobne' BCP (Ukraine).

The JOBCP structures include a three-level administrative building, vehicle examination buildings, covered document processing channels with booths for the border police and customs officers from both Moldova and Ukraine. All of the buildings will be furnished, equipped and connected to utilities, communications and surveillance networks. The JOBCP will be fully paved and signed for vehicle routing and parking. Key items and installations of plant and equipment will be procured, installed and commissioned.

The main objective of the assignment is to provide technical support to the Palanca JOBCP Project team 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 (Employer) for an efficient, qualitative and timely completion of construction of Palanca Jointly Operated Border Crossing Point (JOBCEP), on the territory of the Republic of Moldova.

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

Since the project involves a large number and diverse types of construction works that need close monitoring and supervision, the Project is in need of contracting a construction expert to provide technical and professional support to the project team.

The scope of work outlined below is not exhaustive and is intended only to provide a broad description of the assignment. In particular the Consultant shall carry out the following tasks:

1. Prepare a work plan for the duration of the assignment;
2. Oversee, maintain and provide inputs for updating of the schedule of works;
3. Ensure that relevant contractual documents are prepared and submitted by the various contractors;
4. Examine designer's BoQs and identify the gaps not covered by the design or budget;
5. Check and confirm during bid evaluation procedure that the contractors have all the required national and local permits to perform the civil works according to their contracts before starting the construction works;
6. Maintain the contractors' permits folder and monitor the periodic status as a component of the reporting requirements;
7. Monitor the changes in the relevant local, regional and national requirements for permits, technical conditions and authorizations for ongoing construction works;
8. Serve as a main interlocutor between the project and local authorities;
9. Support the Project Manager and Project Officer in preparation of the monthly progress reports;
10. Develop a template and the requirements for the Contractors' reports related to the implementation of construction works;
11. Review the Contractors' progress reports and applications for payment;
12. Maintain the records for cumulative quantities of works;
13. Supervise site surveying works and records;
14. Supervise laboratory testing works and records;
15. Supervise design revisions and corrections;
16. Supervise drafting and clearance of the bills of quantities;
17. Oversee the "as built" drawings' submission procedure from the general contractor, subcontractors and surveying company;
18. Prepare and submit weekly reports on status of design issues;
19. Provide support to the project team in the preparation of the tender documents and in the evaluation of bids;
20. Build and maintain the technical archive folder of the project for its handing over to the

Beneficiary;

21. Perform other duties as could be reasonably requested by the Project Manager.

### **Reporting requirements**

The Consultant shall deliver the following reports:

1. Work Plan – during the first 2 weeks of the assignment the Consultant shall submit the activity plan for the assignment. This plan shall be revised and updated in consultation with the Project Manager quarterly.
2. Monthly Progress Reports shall be submitted at the end of each calendar month. These reports will describe the Consultant's ongoing and planned activities and will comment on the need for any adjustments to the schedule for Deliverables, challenges encountered, proposed resolution of key issues, and lessons learned.
3. The Final Report shall be submitted two (2) weeks before the end of the contract period. The report shall summarize all issues related to the activities undertaken during the assignment.

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

#### Academic Qualifications:

- University degree in in Civil Engineering or related field;

#### Experience:

- Minimum of 10 years of total professional experience in Civil Engineering;
- Minimum 7 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.

#### Knowledge and competencies:

- Strong knowledge of implementing procedures in constructions and their consequence, such as: approvals, verifications, expertise, execution of works, commissioning, etc.
- Strong technical knowledge of construction standards and national legal requirements towards civil works construction (civil works, utilities, installations, roadworks), in particular:
  - 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;

#### Abilities & skills:

- 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;
- Attention to details;
- Proven report writing skills;
- Fluency in Romanian and Russian and working knowledge of English language;
- Computer literacy and ability to effectively use office technology equipment, IT tools.
- Proven commitment to the core values of the United Nations

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Cover letter, stating the interest and qualifications for the assignment;
2. Financial proposal with daily professional fee and total lump sum for the assignment;
3. Duly completed P-11 form or CV indicating the contact details of at least 3 referees;
4. Copies of Professional Certificates if available;
5. Offeror's Letter confirming Interest and Availability.

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.

#### **5. FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including fees, taxes, travel, per diems, and number of anticipated working days).

#### **6. EVALUATION**

Initially, the candidates will be short-listed based on the following minimum qualification criteria:

- University degree in Civil Engineering or related field;
- At least 10 years of total professional experience in Civil engineering;
- Minimum 7 years of progressive experience as construction consultant/expert/engineer in implementation of large scale infrastructure projects;

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.

<b><u>Technical Evaluation Criteria</u></b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b><u>Technical Evaluation based on CV (140 pts)</u></b>		
<b>Note:</b> Only first 5 (five) ranked applicants shall be invited to the interview		
University degree in Civil engineering or related field	Bachelor's – 25 pts; Master's or PhD – 30 pts.	30
At least 10 years of total professional experience in Civil Engineering	10 years - 30 pts; > 10 years – two points for each additional year - max. 40 pts	40
Minimum 7 years of progressive experience as construction consultant/expert/engineer in implementation of large scale infrastructure projects	7 years - 30 pts; > 7 years two points for each additional year - max. 50 pts	50
Experience in international organizations with similar projects will be an advantage	1 project – 10 pts, >1 projects – two points for each additional project - max. 20 pts	20
<b><u>Interview (will be conducted in the Romanian language) (160pts.)</u></b>		
Strong technical knowledge of construction standards and national legal requirements towards civil works construction (civil works, utilities, installations, roadworks)	knowledge of construction standards – 30 pts, knowledge of national legal requirements (including laws) – 10 pts,	40
Experience with construction of: land improvement and asphalt works; water and sewerage utilities, local area networks, fire-fighting and video surveillance systems	water & sewerage – 20 pts, local area networks – 10 pts, Firefighting & video surveillance – 10 pts, land improvement works & asphalt works – 30 pts.	70
Knowledge of implementing procedures in constructions and their consequence, such as: approvals, verifications, expertise, execution of works, commissioning, etc.	limited – 10 pts, satisfactory – 20 pts, extensive – 30 pts.	30
Proven ability to plan, work and deliver on agreed deadlines, as well as operate efficiently in a team	limited – 5 pts, satisfactory – 10 pts, extensive – 20 pts.	20
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial Evaluation Scoring</u></b>		

<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><math>S = F_{min} / F * 200</math></b></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>	<p><b>200</b></p>
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#### 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**