

TERMS OF REFERENCE

Job title:	Civil Works Engineer
Duty station:	Chisinau, Republic of Moldova
Reference to the:	"Strengthening Capacities of the Ministry of Internal Affairs" Project (MIA Project)
Contract type:	Individual Contract (IC)
Contract Duration:	August - December 2018 (estimated workload: 75 working days in total)

Job content

I. Background:

1.1 MIA Project

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.

1.2 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.

II. 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.

III. Key activities overall

In order to achieve the main objective of the assignment the Civil Works Engineers will:

- **Carry out systematic field visits** no less than twice a week to each assigned infrastructural project (all located within the area of Chisinau municipality). Verify if the Construction companies perform all technical requirements in accordance with the contractual terms and conditions and in compliance with the national legal standards in constructions and inspect the quality of works and the quality of the materials used. Notify the Contractors on the deficiencies observed and request appropriate action to the effective correction. Document and report any incidents of faulty or nonconforming works, delays, or problems to the Project Manager;
- **Monitor the activities of the field Technical Supervisor** in the assigned Infrastructural projects. Maintain liaison and direct communications with the project team, project beneficiaries and relevant stakeholders;
- **Organize weekly progress evaluation meetings**, involving representatives of all relevant sides involved in the reconstruction process (technical design company, MIA representatives, UNDP representatives, technical supervisor, involved construction companies); Prepare and disseminate

for coordination the minutes of the meetings. Ensure the clearance and signature of the minutes as well as monitor the implementation of the decisions taken at the progress evaluation meetings;

- **Assess and clear the progress reports** submitted by the contractors. Based on the analysis done by the technical supervisor, provide necessary corrections and address requests regarding the improvement of the provided information. Inform the Project Manager about any deviations from the initial Bill of Quantities and the approved budget. Generate potential technical solutions for overrunning of the identified deviations.
- **Provide substantial support for the documentation of the identified needs for additional works.** Timely provide written reports to the Project Manager on any identified additional works or deviations from the initial technical documentation. Based on the identified additional works, coordinate with the beneficiary, the technical design company and the Contractor required updates/changes in the technical design documentation (if the case), BoQ and costs estimates, and the Programme of Works. Contribute to the identification of potential alternative technical solutions for the existing problems. Provide support to the project team for the preparation of amendments to the civil works contract (if the case).
- **Assist the project beneficiaries in carrying out preliminary and final commissioning of the assigned projects.** Assist in the final transfer of the facilities into the beneficiary's property. Supervision of correct documentation of preliminary and final reports on completed civil works and receipts for all vendors. Ensure the compliance with all procedures of object completion stage. Draft the minutes of the preliminary and final commissioning meeting and collect the signatures of the commissioning meeting members.

IV. Expected results/Deliverables

ITEM NO.	DELIVERABLES	Estimate Work days	Tentative timeframe
	<i>Tasks</i>		
1.	<p>Carry out systematic monitoring field visits to assigned infrastructural project Crisis Centre.</p> <ul style="list-style-type: none"> • Verify if the Construction companies perform all technical requirements in accordance with the contractual terms and conditions and compliance to the National State Standards in constructions. Inspect the quality of works and the quality of the materials used; • Monitor the activities of the field Technical Supervisors in the assigned Infrastructural projects; • Notify companies on deficiencies observed and request appropriate action to effect correction. • Document and report any incidents of faulty or nonconforming works, delays, or problem to the MIA Project Manager. <p>Deliverables:</p> <ul style="list-style-type: none"> • Bi-Weekly monitoring field visits to assigned projects carried out; • Progress reports on implemented reconstruction activities provided. 	Up to 12 days	By September 20, 2018
2.	<p>Carry out systematic monitoring field visits to Dinamo Swimming Centre.</p> <ul style="list-style-type: none"> • Verify if the Construction companies perform all technical requirements in accordance with the contractual terms 	Up to 30 days	By December 10, 2018

	<p>and conditions and compliance to the National State Standards in constructions. Inspect the quality of works and the quality of the materials used;</p> <ul style="list-style-type: none"> • Monitor the activities of the field Technical Supervisors in the assigned Infrastructural projects; • Notify companies on deficiencies observed and request appropriate action to effect correction. • Document and report any incidents of faulty or nonconforming works, delays, or problem to the MIA Project Manager. <p>Deliverables:</p> <ul style="list-style-type: none"> • Bi-Weekly monitoring field visits to assigned projects carried out; • Progress reports on implemented reconstruction activities provided. 		
3.	<ul style="list-style-type: none"> • Assess and clear the progress reports, including for additional works submitted by the contractors for the Crises Centre. • Organize and coordinate systematic progress monitoring meeting involving all relevant actors. Prepare and coordinate the minutes of the meeting. Monitor the implementation of the decisions taken. • Maintain efficient written and verbal communication with all involved actors. <p>Deliverables:</p> <ul style="list-style-type: none"> • Progress reports provided by construction companies assessed and cleared. • Weekly progress monitoring meetings carried out and reported. Minutes prepared and coordinated. 	Up to 10 days	By September 20, 2018
4.	<ul style="list-style-type: none"> • Assess and clear the progress reports, including for additional works submitted by the contractors for the Crises Centre. • Organize and coordinate systematic progress monitoring meeting involving all relevant actors. Prepare and coordinate the minutes of the meeting. Monitor the implementation of the decisions taken. • Maintain efficient written and verbal communication with all involved actors. <p>Deliverables:</p> <ul style="list-style-type: none"> • Progress reports provided by construction companies assessed and cleared. • Weekly progress monitoring meetings carried out and reported. Minutes prepared and coordinated. 	Up to 15 days	By October 30, 2018
5.	<p>Assist the project beneficiaries in carrying out preliminary and final commissioning of assigned projects:</p> <ul style="list-style-type: none"> • Assist in final project transfer. Supervision of correct 	Up to 4 days per each	By December 20, 2018

	<p>documentation of preliminary and final receipts for all vendors. Ensure the compliance with all procedures of object completion stage;</p> <ul style="list-style-type: none"> • Draft the minutes of the preliminary and final commissioning meeting and collect the signatures of the commissioning meeting members. <p>Deliverables:</p> <ul style="list-style-type: none"> • Preliminary commissioning committees carried out. Relevant commissioning minutes signed by all members provided; • Final commissioning committees carried out. Relevant commissioning minutes signed by all members provided 	assigned project (8 days in total)	
	TOTAL	75 days	

V. Organizational setting:

The Consultant will work under the direct supervision of the UNDP Project Manager. The work is based on desk work and field visits. The Contractor is expected to work approximately 18.75 working days during a month or more, depending on the volume of work. The Contractor will receive all necessary information for the fulfilment of his/her tasks. The consultant will include in the her/his financial proposal all relevant expenses, including communication and transportation costs necessary for the field visits.

VI. Payment for provided services

Payment will be done in multiple tranches upon completion of deliverables and submission of timesheet (with details on completed activities) approved by the UNDP Project Manager.

VII. Confidentiality:

Materials provided to the consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

VIII. Qualifications and skills required:

Education:

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

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, 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.

Competencies:

- Specialised technical certification in engineering/construction field;
- Good knowledge of the national legal and 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.

Language Requirements:

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

IX. Documents to be included in the proposals

Interested persons should submit the following documents:

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

The United Nations 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.