

**EU4Moldova: Focal Regions Programme****TERMS OF REFERENCE**

---

<b>Job title:</b>	<b>Technical Site Supervisor in street lightning</b>
<b>Duty Station:</b>	Cahul municipality
<b>Reference to the:</b>	EU4MOLDOVA: Focal regions Programme
<b>Type of Contract:</b>	Individual Contract (IC)
<b>Contract Duration:</b>	January 2022 – August 2022 (80 working days)

**Job Content****I. BACKGROUND**

The EU4Moldova: Focal regions Programme (further Programme) is based on the European Commission Implementing Decision on the Annual Action Program 2018 in favour of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme.

The overall objective of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through smart, green, inclusive, sustainable and integrated socio-economic development as well as improving the standards of living of the citizens in the focal regions: Cahul and Ungheni.

To this end, this Programme will address the urban-rural divide and regional disparities, stimulate economic growth and job creation, refurbish and upgrade targeted social and technical infrastructure in selected focal regions (smaller towns and villages) while taking into account climate change and gender perspective in the activities of the Programme.

**Specific objectives:**

1. To strengthen transparency, accountability of local public authorities and people's participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the pilot focal regions.
3. To create employment opportunities for men and women in the focal regions and improve the attractiveness of the pilot regions for investors and entrepreneurs.
4. To promote the smart specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

The Program objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the focal regions.

### Specific context

Both focal regions will receive important capacity building assistance to support the implementation and monitoring of local economic development plans and will benefit of investment funding in support of the creation and/or development of social and technical infrastructure. The programme activities will focus on modernization of communal and selected social services and the related public infrastructure, which will lead to attractive conditions for businesses to operate in the focal region, as well as to good living standards for the population. The proposed interventions will focus on raising the sustainability and capacity of municipal enterprises to deliver public services through modern methods and techniques, including smart service provision. In addition, the necessary equipment and infrastructure will be procured, built or rehabilitated so that the access to and quality of services improves. A particular attention will be given to extending the networks and service delivery from the towns to the neighbouring communities.

The programme also aims to support reconstruction/beautification of the urban centers of Cahul and Ungheni Municipalities. This intervention will create a strong visual impact for the development agenda of the focal regions – this will give the idea of ‘emerging strong regional growth poles’ committed to change their current status of ‘declining periphery’.

The EU4MOLDOVA: Focal regions Programme is supporting Cahul municipality in the implementation of the “Smart Street lighting system project”. After renovation of the public lighting system, Cahul Municipality will become safer and more attractive for economic units, creating comfortable environment for businesses, consumers, and contributing to improving the image of Cahul Municipality, which will become more attractive for potential investors and tourists.

The general aim of this infrastructure project is to increase public lighting efficiency and safety for Cahul municipality inhabitants. The following specific objectives have been established for achieving the general goal:

- (i) to modernize the public lighting system so as to reduce CO2 emissions and operational costs and to increase comfort and safety for population and visitors of Cahul municipality
- (ii) to build professional capacities in the area of energy efficiency of local administration
- (iii) to increase the level of public awareness about energy efficiency promotion

The objectives established in the project are in line with the priorities of the mayoralty set forth in the Social-Economic Development Strategy (SEDS) of Cahul municipality for 2019-2025.

The infrastructure project “Smart Street lighting system for Cahul – central area” will be implemented in the following stages:

Stage 1. Development of technical execution documentation “Smart Street lighting system for Cahul” for the entire municipality, according to the standards and characteristics of a smart system (2020-2021) – implemented.

Stage 2. Performing construction-assembling works and providing equipment and devices for the Center Zone of Cahul municipality (2021-2022) – in progress

Stage 3. Performing construction-assembling works and providing equipment and devices for the entire Cahul municipality (2022-2025) - to be implemented

The object of the current ToR refers to the work carried out during Stage 2 described above.

The “Smart Street lighting system for Cahul – central area ” provides for: Dismantling the existing air Self-supporting insulated cables, dismantling the existing street light fittings (RKU), installing self-supporting insulated conductors, assembling the new light fittings manufactured according to the LED technology (electroluminescent diodes), dismantling the existing consoles for light fittings, assembling the new consoles, installing the monitoring and control system, assembling the distribution cabinets (switchboards), supplying a Server -Rack Server and a Laptop, supplying and installing an air conditioner of SPLIT INVERTER type, developing and installing the software for managing the system. All these types of works and activities will contribute, in the end, to the improvement of the living conditions of the population in mun. Cahul and the region, beneficiaries of the EU4Moldova Focal Regions Program.

## II. SCOPE OF WORK

The **overall objective** of the consultancy is to support EU4MOLDOVA: Focal Regions Programme in its efforts to provide technical assistance and build capacities among target local public authorities and communities, in the development and evaluation of infrastructure and civil works, in compliance with national building codes and technical standards, ensuring cost effective capital investment and efficient use of resources.

More specifically, the EU4MOLDOVA: Focal Regions Programme is seeking one qualified and experienced technical supervisor to perform direct supervision of the works for the infrastructure project “Smart Street lighting system for Cahul – central area”.

### Key Activities and Expected Outputs

For the given purpose, the Technical Supervisor will carry out the following tasks:

#	Stage	Activities	Estimate Work days
---	-------	------------	-----------------------

1	Works supervision	<p>Supervise the execution of construction works and ensure completeness of design and works performance documentation during the construction phase.</p> <ul style="list-style-type: none"> <li>• Permanently monitor, through close collaboration with authorities and Cahul municipality, the performance of contract/works and verify at project sites the volume and quality of construction works performed by the contracted company.</li> <li>• Introduction of the Contractor/Construction Company about the required quality of materials, installation practices, relevant standards, norms and guidelines and the monitoring practices (weekly meetings, quality checks, etc.) prior to the start of the works.</li> <li>• Elaboration of a detailed implementation plan with the Construction Company, project team, Municipality</li> <li>• Monitoring of the construction works to ensure works and services comply with the approved technical design, the authority approvals, the agreed installation practices, quality and the relevant standards and norms</li> <li>• Verification of volumes of works (implemented, accepted, invoiced, paid), carrying out the supervision of civil works quality and completion of construction works Registry and technical book; Documenting of the construction works process (photo-, video-shooting)</li> <li>• Participation in regular meetings at the construction site with the relevant stakeholders --on average 1 time per week.</li> <li>• Regular examination of the construction works and the quality and certificates of delivered/installed materials and equipment at the construction site (on average 1 time per week).</li> <li>• Identification of construction defects (if any), documentation of the defects (report/act, photos, video, etc.), providing timely information to the Municipality/Programme Team, coordination of the correction of the defects.</li> <li>• Inspection and completing the execution documents required for the works related reports submitted by the Contractor to the Mayor's office and Programme's engineer in technical issues during his visits to the site;</li> <li>• Working with the contractor to identify problems and their immediate reporting to the Mayor's office and Programme's engineer in technical issues;</li> </ul>	<b>70 days</b>
---	-------------------	---	----------------

		<ul style="list-style-type: none"> <li>Collecting reports from the contractor regarding completed works and their verification;</li> <li>Submission of weekly reports to Programme Manager and Programme's engineer. The report will include photos, defects noted, risks identified.</li> <li>Detection and immediate notification of the Mayor's office and Programme's engineer about inclusion in performed works reports of the works that in fact were not done;</li> <li>Supervision of the deadline for finishing the construction works, according to the contract signed with the contractor;</li> <li>Assessment of all construction works after the Construction Company has announced the completion of the works and services.</li> <li>Elaboration of a completion report including a detailed list of construction defects.</li> <li>Supporting the Municipality/Project Team in the official final acceptance procedure. As a result, an official acceptance statement shall be prepared (incl. a detailed list of construction defects).</li> <li>Collaborate with the local Inspectors, engineers assigned as by the communities as engineering inspectors for the supervision of works execution, in order to identify and solve various issues appeared on the construction site (if applicable);</li> <li>Work closely with assigned Programme engineers during entire duration of the execution of construction works</li> </ul>	
<b>2</b>	Preliminary and Final reception of works	<ul style="list-style-type: none"> <li>Jointly with the local public administration organize Final Works Reception Committees for the sites under his/her responsibility;</li> <li>Ensure that any outstanding works identified upon substantial completion of works, included in the snag-list, have been completed and the deficiencies discovered during the defects liability period were removed.</li> </ul>	<b>10 days</b>
	<b>TOTAL</b>		<b>80 days</b>

## Detailed Tasks

**Technical Supervisor will represent the interests of the EU4MOLDOVA: Focal Regions and Mayor's office during construction works and will have the following specific duties and tasks:**

- To provide technical assistance (TA) to the Mayor's office during handing-over of the project site to the Contractor to start the construction works; to transmit, along with Mayor's office, the location of the main works to the Contractor, showing him if on site are underground networks and oversee that they are not damaged, as well the measures to be taken in order not to harm neighbourhoods.
- To provide TA to the Mayor's office in order to get construction permit, if needed.
- To oversee the existence licenses, permits, certificates or other documents recognized by the contractor and its sub-contractors the as necessary and appropriate that enable works undertaking and to take action to halt any works in the case of revocation, suspension or expiration of such documents, submitting immediately a report to the Beneficiary and **Programme's engineer** in technical issues;
- To provide TA to the Mayor's office to obtain all permits or approvals during the implementation of the project, including at any stage of the project development or completion;
- To study technical drawings and operational documentation on the project implementation; to verify the compliance of works to be done with already executed works in the construction permit, compliance with all provisions of the building permit;
- To check whether the provisions of project documentation correspond with the situation on the site and to inform the Mayor's office, the **Programme's engineer** and the technical design company about any inconsistencies, for settlement;
- To accept the execution of construction, work only on the basis of execution drawings developed according to Moldovan legislation and annexed to the contract between the Beneficiary and the Contractor; building materials and items used or introduced in work must be accompanied by certificates of quality, tests or analysis;
- Shall not allow the Contractor or any sub-contractor to introduce in works any material before checking the documents of origin, quality of materials and construction elements, quality certificates and other documents which indicated their quality;
- On a daily basis, to supervise daily the project works execution process carried out by the Contractor or any other sub-contractor;
- To review and endorse:
  - technical procedures of works execution;
  - schedules of works execution related to the essential requirements;
  - the minutes regarding hidden works;
  - minutes about detection of unexecuted works, but submitted for payment;
- To supervise the execution of works according to the verification program until the facility's hand-over;
- To stop the execution of construction works in case of produced quality defects or deviations from the project execution documents;
- To take corrective action or remediation of the works found to be inadequate;
- To inform immediately the Contractor about the measures needed to be taken for the remediation of deficiencies and excluding their repetitions;
- To inform the Beneficiary, Programme's engineer in technical issues and the State Construction Inspectorate in case the implementation and working of the infrastructure does not meet appropriate quality and might expose people, their property, society and the environment to danger;
- To draw up and keep up to date the evidence Register of verified construction works;
- To sign reports on executed works (REW) after these works have been checked and received;

- To take part in the preliminary hand-over process of the project at the end of the works;
- To fill in, with the Contractor, the Project's Technical book and to present it to the Beneficiary and Program's engineer for final acceptance of the Project;
- To take part in the final hand-over process of the project at the end of the works.

The timeframe for the delivery of each activity/output per community/project shall be coordinated and agreed in advance with the EU4MOLDOVA: Focal Regions Programme.

The expected outputs are as follows:

No.	Deliverables	Quantity
1.	Minutes of meetings. <b>Weekly progress reports</b> during the entire construction period. Photo documentation of the construction works (included to the weekly progress reports).	30
2.	<b>Draft final completion report</b> of the construction works (prior to the final acceptance of the project, the Technical Supervisor will conduct an internal assessment of the construction works and deliver a draft final completion report including a detailed list of construction defects to the Municipality). Final acceptance report and a list of identified construction defects to be corrected by the Construction Company.	1
3.	<b>Final completion report</b> (The Technical Supervisor will deliver the final completion report after the Construction Company has corrected all construction defects).	1

### Organizational setting

The Technical Supervisor will work under the direct supervision of the Programme's Engineer.

The Technical Supervisor shall be located in the Cahul, so that they may easily intervene for urgent issues and report daily on works from sites. The Technical Supervisor will receive all necessary information for the fulfilment of his/her tasks. The Technical Supervisor will include in her/his financial proposal all relevant expenses, including communication, internet, utilities, etc., necessary for the contract performance.

### Payment for provided services

The payments for services will be made post factum, in tranches, on a lump-sum deliverables basis, as per contract, after the work has been accepted by the Programme's Engineer.

### Confidentiality

Materials provided to the consultants 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.



**Qualifications and skills required:**

The incumbents should prove sound knowledge in street lighting, local/Moldovan construction norms and standards, national building laws, as well as extensive experience in implementing community construction projects.

In particular:

*Academic Qualification:*

- University Degree in civil engineering and/or architecture
- Certificate of technical–professional attestation as Technical Supervisor to specialized works and installations afferent to constructions, related field #3. Installations and external electrical networks.

*Experience:*

- At least 4 years of progressively responsible work experience is required in the field of electrical installations and systems
- At least 3 projects supervised of the same nature/amount/complexity in the field of street lightening and implemented during the period 2018-2021. The Contracting Authority reserves the right to ask for copies of certificates of final acceptance signed by the supervisors/contracting authority of the projects concerned.

*Competences:*

- In depth knowledge of national legislation pertaining to the construction works;
- Practical abilities to work with professional software similar to WinSmeta and understanding the principle of calculating costs on works based on the resource method;
- High level of responsibility and organization capacities, creative approach to solving issues;
- Excellent communication and reporting skills;
- Ability to meet deadlines and prioritize multiple tasks.

*Language requirements:*

- Excellent command of written and spoken Romanian and Russian are required. Knowledge of English is an asset.

The United Nations Development Programme in Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic, 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.