



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **19 March 2019**

Country: Republic of Moldova

Description of the assignment: National Consultant – Civil Works Engineer

Project Reference: UN Human Rights Office (OHCHR) via UNDP Moldova

Period of assignment/services: April – October 2019, 7 months, with estimated workload of up to 45 working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [26 March 2019](#). The applicant, following the job application process, should receive a confirmation e-mail. Confirmation of successful application should be forwarded to the following e-mail: irina.sandu@one.un.org.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: irina.sandu@one.un.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

The UN Human Rights Office (Office of the UN High Commissioner for Human Rights – OHCHR) is a United Nations structure with a unique mandate from the international community to promote and protect human rights universally towards full implementation of the 1948 Universal Declaration of Human Rights and other international human rights standards.

In summer 2016 the United Nations in Moldova launched a new program - “UN Joint Action to Strengthen Human Rights in the Transnistrian Region of the Republic of Moldova”. This program is implemented primarily by OHCHR, UNDP and UNAIDS in partnership with civil society organizations, decision-makers and professionals from both banks of the Dniester river. Under this program OHCHR works on advancement of the rights of persons with disabilities, as well as of other vulnerable groups in the region.

The work under this program is guided by the confidence-building principles and strongly underpinned by the international human rights standards and recommendations. As a part of its mandate of promoting the human diversity, non-discrimination and inclusion of people from groups most vulnerable to human rights violations in all socio-economic fields, OHCHR made one of its priorities consolidation of efforts in improving physical and mainstreaming informational accessibility in public and private institutions. Physical and informational accessibility has been one of the key priorities within the established UN Diversity Initiative.

One of the most important documents that underpins the program activities is the UN Convention on the Rights of PwD (CRPD), that defines persons with disabilities as ‘those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.’ The human rights-based approach to working with PwD is aimed at reaching the state in the society when all people, women, men, girls and boys, regardless of their health status and well-being, and regardless of their disabilities, enjoy full equality and complete range of human rights in their personal development and search for self-fulfillment. Under this concept, the PwD program is aimed at working with persons with all kinds of disabilities: physical,

sensory, intellectual and psychosocial.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Under the guidance of Program Manager for Human Rights in the Transnistrian region of the Republic of Moldova and the overall supervision the National Human Rights Coordinator, the incumbent shall assist the Project team and the Sustainable (Community) Development Platform from the left bank of Dniester river, in the implementation of planned activities on reasonable accommodation of premises related to community based service delivery. The consultant will develop the necessary documents for the contracting processes of companies that will be in charge of the reconstruction of spaces mostly visited by PwDs, in accordance with the overall vision and expectations of the Project and applicable national legislation/regulations/standards in constructions.

The incumbent will be responsible to provide expertise advice to the OHCHR Project team, as well as to provide expert guidance and control related to the infrastructure upgrades implemented by the external contractor/s. The individual undertaking this post will have responsibilities to develop the detailed scope of works for infrastructure upgrades and to provide day-to-day guidance and supervision on the construction sites performing quality control mechanism over the works of contractors.

The incumbent will be scrutinized by the OHCHR Moldova Project team and will be responsible to provide regular progress and on-request-reports to the responsible individuals.

The Civil Works Engineer shall have the following responsibilities:

- Develop a list of premises/spaces (infrastructural objects) intended for infrastructure upgrade (up to 4) on the left bank of Dniester river according to the accessibility standards, in cooperation with representatives of the Sustainable (Community) Development Platform, including through undertaking field visits, for the mentioned purpose;
- Develop the detailed technical specifications and Bill of Quantities (BoQ) for the (selected) spaces intended for infrastructure upgrades to be part of tender documentation intended for selection designing and construction companies;
- Cooperate closely with the local institutions in Transnistrian region of the Republic of Moldova and the platform while developing and/or reviewing technical specifications and Bill of Quantities (BoQ);
- Organize/facilitate a pre-bidding conference/field visit (if required) with potential bidders to clear all technical aspects and related questions;
- Provide answers to any technical clarification questions submitted by potential bidders;
- Participate to the opening/evaluation of received technical/financial offers;
- Conduct evaluation of offers for technical design and construction works resulted from the tendering processes; provide expert opinion in written form to substantiate the evaluation decisions;
- Supervise and report progress in the implementation of the infrastructure upgrades; supervision will be conducted throughout the complete duration of the contract, including the end of all calculations and possible legal disputes related to the work;
- Assess and clear the progress reports submitted by the contractor(s);
- Provide written confirmations to the project that milestones under design/construction contracts are achieved; including submission of the final Confirmation of Completion of works;
- Coordinate technical issues with the responsible parties;
- Organize the process of commissioning of works;
- Perform any other assignment related tasks.

For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Civil Engineering/Construction, Architecture or other related area;

II. Experience and skills:

- Minimum of 5 years of total professional experience in the field of civil engineering, infrastructure rehabilitation/reconstruction works;

- Experience in adapting of sites in accordance with the accessibility requirements for PwDs, including the regulations/standards in constructions in Transnistrian region is required;
- Proven experience in working with the international organizations on similar assignments (successful experience in working with UN agencies is an asset);
- Experience in conducting/supervising infrastructure upgrades of sites with special regime will be considered as an asset;
- Strong knowledge of implementing procedures in constructions and their sequence, such as: approvals, verifications, expertise, execution of works, commissioning for Transnistrian region is required.

III. **Competencies:**

- Valid Certification/Attestation in Technical supervision in general construction works;
- Fluency in both written and verbal Romanian and Russian is a must. Working knowledge of English is a strong asset;
- Proven report writing skills in Romanian and Russian, in English would be a strong asset;
- Knowledge of one or more additional languages relevant for the Republic of Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

IV. **Personal qualities:**

- Demonstrated commitment to UN's and OHCHR's mission, vision and values, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Demonstrated interpersonal skills, as well as the ability to communicate effectively with stakeholders and present ideas clearly and effectively;
- Responsibility, creativity, flexibility and punctuality;
- Ability to plan, work and deliver on agreed deadlines;
- Ability to operate effectively in a team;

Diversity Clause: Applicants from under-represented groups (persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens) will have an advantage during the selection process. OHCHR is committed to reasonably accommodate the working environment for the persons with special needs.

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 explaining why they are the most suitable for the work including relevant past experience(s);
2. Financial proposal (breakdown of costs including transportation, etc) ;
3. Copies of Professional Certificates and Licenses;
4. Personal CV including past experience(s) in similar assignments and at least three references from a supervised ongoing and/or successfully completed construction object within the last 5 years;
5. Offeror's Letter confirming Interest and Availability.

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 and taxes, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

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

- University degree in Civil Engineering/Construction, Architecture or other related area;
- Minimum of 5 years of total professional experience in the field of civil engineering, infrastructure rehabilitation/reconstruction works;

The short-listed individual consultants will be further evaluated based on the following methodology:

A two-stage procedure will be used in evaluating the candidates:

1. Technical evaluation – 60% (300 pts.);
2. Financial evaluation – 40% (200 pts.).

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

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.

Criteria	Scoring	Maximum Points Obtainable
Technical		
University degree in Civil Engineering/Construction, Architecture or other related area	University degree – 30 pts.; Master degree – 40 pts.	40
Proven practical experience, minimum of 5 years of total professional experience in the field of civil engineering, infrastructure rehabilitation/reconstruction works	5 years of experience – 40 pts.; more than 5 years – 5 pts for each additional year of experience up to maximum of 80 pts.	80
Experience in adapting of sites in accordance with the accessibility requirements for PwDs, including the regulations/standards in constructions in Transnistrian region is required	(no – 0 pts; each such experience - 5 pts., up to - 40 pts.)	40
Proven experience in working with the international organizations on similar assignments (successful experience in working with UN agencies is an asset)	(no – 0, yes – 10 pts)	10
Experience in conducting/supervising infrastructure upgrades of sites with special regime will be considered as an asset	(no – 0 pts; each year of such experience - 5 pts., up to - 30 pts.)	30
Strong knowledge of implementing procedures in constructions and their sequence, such as: approvals, verifications, expertise, execution of works, commissioning for Transnistrian region of the Republic of Moldova is required	(no – 0 pts; each area - 10 pts., up to - 50 pts.)	50
Valid Certification/Attestation in Technical supervision in general construction works	(no – 0, yes – 15 pts)	15

Fluency in both written and verbal Romanian and Russian is a must. Working knowledge of English is a strong asset	(Romanian and Russian – 10 pts.; knowledge of English (5 pts.)	15
Proven report writing skills in Romanian and Russian, in English would be a strong asset	(in Romanian and Russian – 5 pts.; in English - 5 pts.)	10
Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian or sign language is an asset;	(no – 0, yes – 5 pts)	5
Belonging to the under-represented groups within the UN Moldova (persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens as self-declared).	(no – 0 pts, to one group – 2 pts, to two or more groups – 5 pts.	5
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		200

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