



TERMS of REFERENCE

Job Title:	National Consultant - Civil Works Engineer
Hiring Unit	Cross-river support to Human Rights, UN Human Rights Office (OHCHR) via UNDP Moldova
Contract type:	Individual Contract
Duration of assignment:	April 2019 – October 2019 (up to 45 working days)
Starting date:	1 April 2019

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.

Objective

One of this program’s objectives is cooperation with the Transnistrian local administration authorities, aimed to ensure the rights of persons with disabilities in the Transnistrian region of the Republic of Moldova. The project focuses on creating inclusive conditions for persons with all types of disabilities, including creating accessible venues for several locations mostly visited by PwDs.

The objective of this consultancy service is the accomplishment of reconstruction works, to reasonably accommodate several important spaces mostly visited by PwDs in the Transnistrian region of the Republic of Moldova.

The consultancy implies the following actions: analysis of the existing spaces/locations, development of tendering documents/mainly ToR for designing and construction companies, participation in the announcement of the procurement competition based on developed documentation, evaluation of the



bids submitted - review of technical and financial proposals on needed works, develop and/or review the technical specifications/ bill of quantity, technical supervision of executed works, professional monitoring of the works and of the final product, commissioning of works and ensuring the accessibility of spaces used mostly by PwDs in the Transnistrian region of the Republic of Moldova.

Scope of work and expected output

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.

Specific Deliverables

	Deliverables	Estimated workload	Tentative timeframe	Installments
1	Preliminary site visits for the identification of potential infrastructure sites performed; preliminary assessment of the spaces intended for upgrade (infrastructure objects) conducted; short report on the technical state of the assessed infrastructure objects drafted (2 pages for 10 objects);	4 days	15 April 2019	1 st
2	Infrastructure objects selected, based on civil works engineer presentation and recommendations, during a common meeting with the Sustainable (Community) Development Platform and the project team;	1 day		
3	The conclusions and recommendations resulted from the preliminary assessment of objects subject to reasonable accommodation issued; Preventive calculation of reconstruction costs of the infrastructure objects drafted and submitted to the project team;	3 days		
4	Support in the elaboration of the tendering documentation for the required technical expertise and design works of the assigned infrastructural projects provided, the TOR for designing company developed;	2 days	25 April 2019	
5	Support in organization of pre-bidding conference for designing companies provided; answers to technical clarification questions submitted by the potential bidders provided;	1 day	16 May 2019	
6	The technical and financial offers received from designing companies assessed; support to the project team in evaluation of bids provided; the designing company selected;	3 days		
7	Technical documentation developed by the selected designing company (technical drawings, technical specifications, bills of quantities, costs estimates) examined; necessary recommendations and corrections introduced; the approval from the project team obtained;	3 days	30 May 2019	2 nd
8	Support in the elaboration of the tendering documentation for construction company/ies, based on the technical documentation developed by designing company provided; ToR/s developed.	3 days	10 June 2019	
9	Support in organization of pre-bidding conference for construction companies provided; answers to technical clarification questions submitted by the potential bidders provided;	1 day		
10	The technical and financial offers received from construction companies assessed; support to the project team in evaluation of bids provided; the construction company/ies selected;	4 days	20 June 2019	
11	Technical supervision of executed construction works performed;	13 days	15 September 2019	3 rd



	Progress of infrastructure upgrade/reconstruction works periodically monitored, depending on the established stages of reconstruction works (throughout the assignment).			
12	Commissioning of works and progress reports provided and accepted by the Program Manager for Human Rights in the Transnistrian region of Republic of Moldova	7 days	15 October 2019	4 th
	<p style="text-align: center;"><u>Schedule of installments payments:</u> 1st – 10 days (22.23 % of the total amount) 2nd – 15 days (33.34 % of the total amount) 3rd – 13 days (28.88% of the total amount) 4th – 7 days (15.55% of the total amount)</p>			

Payments to the Consultant will be made upon satisfactory certification of the Programme Manager, based on the submitted time sheets, breakdown of associated costs (transportation and other related expenses) associated brief explanatory reports, for the number of working days effectively worked under the assignment. All payments are subject to approval of the above key deliverables.

Institutional settings:

The Civil Works Engineer works under the guidance and supervision of the Program Manager Human Rights in the Transnistrian region and the National Human Rights Coordinator, in close collaboration with the entire OHCHR team and OHCHR partners in the Transnistrian region of the Republic of Moldova. The Civil Works Engineer will partly work outside Chisinau (preliminarily, the construction sites will be located in the following districts: Ribnita, Tiraspol and Slobozia; the final locations will be determined at a later stage). The consultant is expected to undertake frequent field trips to the construction site over the entire period of contract and to estimate the transportation costs for all envisaged travels and include those costs in his/her financial proposals as a separate line item. The Consultant will be responsible for establishing and maintaining of good working relationships with target communities, as well as for arranging all necessary transportation and logistics arrangements.

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.

Performance evaluation: Consultant’s performance shall be evaluated following such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Required Skills and Experience

I. Academic Qualifications:

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

II. Years and sphere of experience:

- 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.

Note on Reasonable Accommodation: OHCHR undertakes to ensure accessibility of its offices and to reasonably accommodate special needs of the selected candidate, should such needs be present.

Documents to be included in the proposal

Interested persons should submit the following documents:

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, ;
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.

The United Nations Organization is committed to diversity and inclusion. Women, persons from vulnerable groups, such as persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens legally entitled to work in the Republic of Moldova, as well as persons from other under-represented groups are particularly encouraged to apply.