

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

Job title:	Two (2) Civil Works Local Engineers <ul style="list-style-type: none">• One (1) Local Engineer for Cahul region• One (1) Local Engineer for Ungheni region
Duty Station:	Cahul and Ungheni regions
Reference to the:	EU4MOLDOVA: Focal regions Programme
Type of Contract:	Individual Contract (IC)
Contract Duration:	December 2020 – December 2022 (estimated workload: up to 320 working days per engineer)

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’.

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 resources.

To ensure adequate achievement of the specific objectives and implementation of all planned activities, the Programme is seeking for two (2) qualified and experienced Civil Works Local Engineers to perform the assignment in Cahul and Ungheni focal regions.

Important Note: The potential applicants shall clearly indicate the position they are applying for:

- **Position 1:** Local Engineer for Cahul focal Region
- **Position 2:** Local Engineer for Ungheni focal Region

III. KEY ACTIVITIES AND EXPECTED OUTPUTS

The main role of the Local Engineers is to assist local public authorities from the focal regions and Programme team in assessing, developing and evaluation of the technical aspects of infrastructure and civil works, and preparing project proposals for approval as well as ensure on-site supervision of construction works, completeness of design and works performance documentation and arrange meetings of works reception committees. The Engineers (in close cooperation with the Programme Team) will ensure that in each community all information, documentation and permits are obtained which are required to develop performance based Invitations to Bid for the construction works and during the execution of the subject works.

For the given purpose, the Local Engineers will carry out the following tasks (the level of effort is indicated per each engineer):

#	Stage	Activities	Estimate Work days
1	Initial stage	<ul style="list-style-type: none"> Preliminary site visit to assigned infrastructural projects; Desk review of the reconstruction project based on available technical documentation; Carry out preliminary technical evaluation of the assigned infrastructure, meet with relevant representatives of the beneficiary and familiarize herself/himself with the specifics of reconstruction site. Provide relevant conclusions and recommendations regarding the evaluated project site; Provide assistance to beneficiary local authority in organization of Technical Expertise of the existing building/site as part of preparation activities for the elaboration of technical design (if the case); Conduct final technical evaluation of proposed projects in the focal region with the participation of key stakeholders, representatives of mayoralities, local councillor, beneficiary institution and other community members. The following shall be verified during the given participatory assessment: <ul style="list-style-type: none"> Scope of proposed project works and preliminary estimated costs; Project's technical sustainability, Beneficiary's capacity to supervise and ensure high quality works; Evidence of all required complimentary documents, guaranty letters, permits, certificates, schemes, technical conditions, coordination with district state departments: ecological, architect, sanitary, fire security etc. 	5 days x 10 projects Total = 50 days
2	Design company selection	<ul style="list-style-type: none"> Support the EU4MOLDOVA: Focal regions Programme the preparation of Terms of Reference (ToR) for the selection of design company; Check the winning proposals on their completeness and compliance with the requirements; Take part in the proposals' evaluation activities as evaluation panel member and authorize the evaluation reports with award recommendations. 	2 days per project x 10 projects Total= 20 days
3	Technical design	<ul style="list-style-type: none"> Match the technical design documentation developed by the design company with the on-site situation and propose corrections/modifications as it may be required, prior to the launch of ITB/RfP. 	1 day per project x 10 projects

			Total= 10 days
4	Works ITB Preparation and evaluation	<ul style="list-style-type: none"> Support EU4MOLDOVA: Focal regions Programme in preparation of the bidding documents for the selection of construction company (technical expertise on supporting documents to be attached e.g.: ToR, SoW, Price Schedule etc.); Support EU4MOLDOVA: Focal regions Programme in offering answers to queries from prospective bidders during announcement (technical expertise on SoW etc.); Check the winning bids on their completeness and compliance with the requirements (compliance of the bids with announced SoW, compliance on the experience requirements, draft clarification message to bidders, analyse their answers etc.); Take part in the bids evaluation activities as evaluation panel member (signature on documents required). 	3 days per project x 10 projects Total= 30 days
5	Works supervision	<ul style="list-style-type: none"> Supervise the execution of construction works and ensure completeness of design and works performance documentation during the construction phase. Permanently monitor, through close collaboration with authorities and municipalities, the performance of contracts/works and verify at project sites the volume and quality of construction works performed by the contracted companies. Report by providing regular pictures from sites; Supervise the completion of execution documentation including as built drawings (if applicable), necessary for the works completion reports submitted by the contracted companies to the local administration for certification; 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); Work with contracted companies in order to identify possible shortcomings and report to the EU4MOLDOVA: Focal regions Programme for consultation; Collect works performance reports and verify their conformity; Certify the works progress reports; Certify the volumes of works and materials used, submitted by the contractor for payment; Monitor and ensure the works completion schedules and timeframes are respected by the contracted companies; Regularly report to the EU4MOLDOVA: Focal regions Programme on the progress of works on the sites; Ensure the works are performed in compliance with the local legislation and applicable standards in construction. Jointly with the local administrations organize and participate at works reception committees upon substantial completion of works; 	20 days per project x 10 projects Total= 200 days

		<ul style="list-style-type: none"> Work closely with assigned Programme engineers during entire duration of the execution of construction works 	
6	Preliminary and Final reception of works	<ul style="list-style-type: none"> Jointly with the local public administrations organize Final Works Reception Committees for the sites under his/her responsibility; 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. 	1 day per project x 10 projects Total= 10 days
	TOTAL		320 days

Note: The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. The provision of the envisaged deliverables approved by the Programme shall be the only criteria for Consultant's work being completed and eligible for payment/s.

All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approach.

Language of the deliverables: All deliverables shall be submitted in Romanian language.

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.	The first needs and capacities assessment report, including technical feasibility report developed and submitted to EU4MOLDOVA: Focal regions Programme (per project)	10 reports
2.	Community project proposals completed and submitted to the EU4MOLDOVA: Focal regions Programme for approval (per project proposal)	10 projects
3.	Prepare solicitation documents for selection of the Detailed Design company released on market;	10 reports
4.	Certified technical design documentation compliant with the on-site situation for each site	10 reports
5.	Bidding documents developed (drawings, bills of quantities, scope of works), supported by all required documents collected from beneficiary communities for each site.	10 reports
6.	Complete and accurate documents certifying progress of works.	10 reports
7.	Approved certificates of substantial completion of works for each project site	10 certificates

8.	Certificates of final completion of works for each project site	10 certificates
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IV. ORGANIZATIONAL SETTING

The Local Engineers will work under the direct supervision of the Local Development Manager and the Business Development Manager as a second supervisor.

Both Local Engineers will work closely with assigned Programme engineers during entire duration of the assignment.

The Local Engineers shall be located in the Cahul region and Ungheni region, so that they may easily intervene for urgent issues and report daily on works from sites. The work is based on desk research and field visits. The Local Engineers will receive all necessary information for the fulfilment of his/her tasks. The Local Engineers will include in her/his financial proposal all relevant expenses, including communication, internet 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 Local Development Manager and Business Development Manager.

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.

V. QUALIFICATIONS AND SKILLS REQUIRED

The incumbents should prove sound knowledge in civil engineering or related fields such as water and sanitation, 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, or architecture, or water and sanitation, or other relevant related area.

Experience:

- At least 7 years of work experience in the field of civil engineering or water and sanitation, or street lighting, or other relevant related area;
- 5 years of extensive experience in construction of small scale infrastructure and civil works, preferably buildings renovation, water and sanitation networks or other related fields;
- Practical abilities to work with professional software similar to WinSmeta and understanding the principle of calculating costs on works based on the resource method;
- In depth knowledge of national legislation pertaining to the construction works;

- Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/programmes will be considered a strong asset.

Competences:

- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point);
- 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
- Ability to maintain the confidentiality of information obtained on a business basis and to protect the interests of the employer (in this case UNDP).

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.