**TERMS OF REFERENCE**

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| Job Title | **Technical Consultant – Engineer for Barnahus-type services** |
| Contract Type | **National Individual Consultancy**  |
| Country / Duty Station | **Chisinau, Moldova** |
| Workload and duration | **June 2023 – December 2024** |

**Background**

Violence against women and girls and domestic violence are of serious concern, three out of four women in Moldova experienced some form of partner abuse or violence. Women and girls sex trafficking is also a serious concern, particularly for undocumented or stateless and Roma women and girls. Risks of multiple forms of gender-based violence (GBV) – including sexual and exploitation abuse increase in conflict and refugee settings, with women and girls being at significant risk.

The total number of offences against children has not changed significantly in the last years (1 334 in 2015, 1 499 in 2018, 1 304 in 2019), however the reported lower rate for 2020 and 2021 is likely a result of the COVID-19 pandemic (NBS, 2021). The number of registered offences with sexual character (rape, underage intercourse) is increasing (NBS, 2021), this includes increasing rates of child online sexual exploitation, including the production and distribution of child pornography (USDS, 2021).

Girls and boys are equally affected by offences against children (NBS, 2021a). On average, about 250 children (up to 15 years old) are being interrogated on annual basis as victims or witnesses of crimes. Services for those children are slowly developing in the country since the *Barnahus* model of support services has been introduced in Moldova. The Government adopted the General Framework Regulation and the Quality Standards for the establishment of the Regional Center for integrated assistance of child witnesses/ victims of crime in December 2019.

In accordance with this Government Decision (hereinafter “the GD”), there will be three regional Centers, in the North, Center, and South of the country. With the technical support of UNICEF, the first Barnahus service for children from the north of the Republic of Moldova (Balti) was set up by the Ministry of Labour and Social Protection (MLSP) in March 2022, and it is run by an NGO. Two additional Barnahus facilities need to be set up for the central (Chisinau) and southern (Cahul) regions of the country. Also, to harmonise the procedures from both banks of the Nistru River, one additional service will be created in Tiraspol for the children from the Transnistrian region.

The Barnahus model is essential to provide child-friendly interviews, forensic examination, and psychological and social support for children victims or witnesses of crimes. It is also an effective tool to reduce and/or prevent revictimization and further trauma to the child.

UNICEF will support the development of the three abovementioned additional Barnahus facilities for integrated services for child victims and witnesses of crimes. Technical support will include: infrastructure development or identification, refurbishment based on specialized assessments, equipment procurement, regulatory framework/SOPs amendment and development, and capacity building of relevant staff.

UNICEF Moldova is looking to engage a technical consultant – civil engineer to facilitate the development of infrastructure for the Barnahus-type services in Cahul, Tiraspol and Chisinau. The scope, objective, and expected deliverables are described below.

**1. Purpose and objectives of the assignment**

The specific objective of the consultancy is to engage a technical (engineer/ or similar) consultant to facilitate the infrastructure development or/and refurbishment for the Barnahus-type services in Cahul, Tiraspol, and Chisinau.

The individual consultant will be responsible for facilitating the implementation of construction and/or refurbishment works for Barnahus-type services, including:

1. Preparation of construction work plan
2. Provide technical support to UNICEF, CPAs, LPAs, and other programme partners
3. Development of design and technical documents
4. Provide technical support to the procurement process
5. Monitoring and conducting quality assurance activities of construction projects

**2. Details of how the work should be delivered**

**Preparation of construction work plan for Barnahus in Cahul, Tiraspol and Chisinau**

* develop the work plan for the construction/ refurbishment activities for each of the Barnahus premises;
* prepare and conduct site visits, determine priorities/ targets and performance measurements;
* develop/ contribute to the development of the needs assessments and if necessary, feasibility assessments;
* review the work plans of each of the contractors and ensure modifications to ensure practical implementation of the works;
* monitor work progress to ensure that results are achieved according to schedule and performance standards.

**Collaboration and technical support to UNICEF, CPAs, LPAs, and other programme partners**

* provide technical support and information in matters of construction project management to UNICEF;
* provide assistance to UNICEF and partners to develop construction project proposals, planning, and preparation of relevant terms of reference;
* coordinate construction/ rehabilitation activities with the implementing partners;
* attend technical coordination meetings; prepare and present PPT presentations on projects' progress;
* undertake follow-up actions in relation to project implementation and monitoring;
* collect and share updates, including periodical reports on projects' progress, and undertake appropriate actions to overcome technical obstacles;
* follow up with government entities and subcontracted companies for obtaining all permits required for construction activities prior to initiating works;
* maintain liaison and direct communications with the contractors, sharing the updates with relevant programme staff.

**Development of design and technical documents**

* draft the scope of construction works, budget and site limitations; define deliverables and payments;
* apply UNICEF norms and standards to construction projects, taking into consideration the local environment and available materials;
* apply national legislation/ regional norms and standards for the construction and refurbishment works;
* ensure that any construction or refurbishment works undertaken at Barnahus-type services premises follow and are compliant with UNICEF Accessibility Toolkit requirements and UNICEF Technical Cards for Accessible Construction;
* check technical documents related to construction (design drawings, technical specifications and bills of quantities); verify whether they are clear, complete and compliant to programmatic and construction needs, UNICEF eco-efficiency and accessibility requirements; undertake the actions required to endorse these technical documents by relevant authorities.

**Provide support to the procurement process**

* prepare tender documents for construction/ refurbishment works and engineering services;
* draft answers to technical questions raised by the bidders during the tendering;
* participate in the evaluation of technical proposals received, including technical drawings, specifications, and BoQs;
* ensure all technical inputs and cost estimates related to the construction/ refurbishment components are accurate, timely, and included in the project proposals and budgets;
* provide technical support in the preparation of Local Procurement Authorization (LPA) requests and Contract Review Committees (CRC) submissions with supporting documents related to construction activities.

**Monitoring and quality assurance activities of construction projects**

* participate in all meetings related to construction works with the construction company/ the engineering firm, and relevant government counterparts;
* provide close monitoring of construction activities by undertaking regular site visits and conducting regular technical meetings including joint monitoring with relevant Government technical services;
* follow up on progress for each activity and review site supervision reports to ensure work compliance with norms, standards, and timeline; verify quality and precautions on security and safety standards on the ground;
* ensure the renovation, construction, refurbishment, and rehabilitation works, including materials quality control;
* maintain accurate written communication with subcontractors in accordance with UNICEF procedures and requirements;
* provide assistance to UNICEF on contract management, amendments, variations, duration extensions, applying liquidated damages, etc.; compile and archive project documents, minutes,
* correspondence, instructions, etc.
* ensure that the contractors achieve construction performance measures, especially those related to time, cost, quantity, and quality
* participate in the partial, substantial and final reception of works after verifying the correction of all the documents
* documentation of defects (if any) during the DLP; prepare and issue relevant certificates;
* prepare Contract Performance Evaluation; draft the final completion report, including the lessons learned.

**3. Deliverables and timeframe**

The national consultant will work closely with UNICEF Moldova CO, CPAs, LPAs, and potential service providers in different locations, ensuring the project’s intended targets are achieved.

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| **Task** | **Deliverables** | **Timeline** |
| Preparation of construction work plan | Construction/ refurbishment work plans for Barnahus in Cahul, Tiraspol, and Chisinau | July 2023 |
| The assessments/ feasibility analyses of the potential premisses/ space identified for Barnahus | August 2023 |
| Provide technical support to UNICEF, CPAs, LPAs, and other programme partners | Information, including quarterly reports on construction projects shared periodically with UNICEF, CPAs, LPAs, and other project partners | July 2023 – December 2024 |
| Technical support provided for developing construction projects, including drafts of ToRs/ tenders | August 2023 |
| All required permits/ authorization for construction works are obtained prior to initiation of the construction | September 2023 |
| Development of design and technical documents | Field visits conducted | July 2023 – December 2024 |
| Technical documents are developed in accordance with UNICEF’s norms and standards, considering the national legislation | October 2023 |
| The design drawings, technical specifications, and bills of quantities are clear, complete, and compliant with programmatic and construction needs  | October 2023 |
| The design and technical documents are compliant with climate, environment, energy, and disaster risk norms, eco-efficiency and accessibility standards | October 2023 |
| Provide technical support to the procurement process | Tender documents for construction/ refurbishment works and engineering services developed | October 2023 |
| Q&A provided during the tendering processes | October 2023 |
| Support provided with technical evaluation of the offers | November 2023 |
| Local Public Authorities (LPA) requests submitted  | November 2023 |
| Technical supervisor selected | December 2023 |
| Monitoring and conducting quality assurance activities of construction projects | Regular monitoring visits/ meetings attended | January 2024 – December 2024 |
| Site supervision reports were reviewed, and security and safety standards followed | Monthly |
| Performance measures activities, especially those related to time, cost, quantity, and quality conducted | Monthly |
| Technical support was provided for the reception of the construction works, including after verifying the correction of all defects during the DLP | November 2024  |
| The relevant authorizations/ certificates available | December 2024 |
| Final completion report submitted, as well as contract performance evaluation | December 2024 |

*\* Exact deadlines will be mutually agreed upon contract signature.*

**4. Reporting requirements**

The consultant will report to and have regular communication with the Child Protection Specialist. The consultant obtains any required support or guidance from the Child Protection Specialist and Child Protection Officer whenever necessary. UNICEF implementing team will provide feedback on consultant performance and support to achieve the intended objectives. The consultant will submit the weekly update and any issues related to the performance of the contractors and the quality of work.

All activities and deliverables undertaken by the consultant shall be discussed and planned in consultation with UNICEF. The consultant is expected to provide the deliverables electronically (in editable format), in English.

**5. Performance indicators for the evaluation of results:**

The performance of work will be evaluated based on the following indicators:

* Completion of tasks specified in ToR;
* Compliance with the established deadlines for submission of deliverables;
* Quality of work;
* Demonstration of high standards in cooperation and communication with UNICEF and stakeholders.
1. **Qualifications and experience**

The key qualifications required for the Technical Consultant are as follows:

*Education:*

* A university degree is required in civil engineering, construction engineering, architecture, or other relevant area.

*Experience:*

* A minimum of two (2) years of relevant experience, at the national and/or international levels, in technical projects’ assessment, design, monitoring and site supervision, quality assurance and/or other directly related technical fields is required;
* Previous experience in designing and supervising construction/ refurbishment projects (at least one project);
* Good analytical and communication skills;
* Ability to supervise and guide teams of technical staff, as well as manage and monitor the effective use of resources;
* Good knowledge and understanding of UNICEF programmes, procurement principles, financial and legal aspects of construction issues, ethics and risk management of construction projects is an asset;
* Previous experience in working with UN Agencies on a similar assignment is an asset.

*Language Requirements:*

* Excellent command of oral and written Romanian necessary to interact and communicate with the LPAs and implementing institutions.
* Advanced command of written/spoken English is preferable.
* Advanced command of written/spoken Russian is an asset.
1. **Content of technical proposal**
* Motivation and previous relevant experience (max 300 words)
* Proposed approach and methodology (max 1500 words), including:
	+ Approach to work (organization of work for the current assignment);
	+ Timeline and milestones;
	+ Risk and mitigation measures;
	+ Ethical considerations and how the consultant will address them.
* Curriculum Vitae.
1. **Content of financial proposal**

The applicant should fill in the Financial Offer Template and specify the consultancy fee in MDL per deliverables and specify the rate per day. The payment will be done upon the completion of each task as detailed in the above matrix. The fee must be all-inclusive, reflecting also all associated administrative and travel costs.

Other expenses related to the ToR assignments and deliverables, such as: (translation/interpretation costs, logistics) may be included in the financial offer unless specified that UNICEF will cover them separately (see paragraphs 13 and 14 below).

The final selection will be based on the principle of “best value for money” i.e. achieving the desired outcome at the lowest possible fee.

If not provided by ToR, UNICEF will not reimburse costs not directly related to the assignment. This contract does not allow payment of off-hours, medical insurance, taxes, and sick leave.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines.

1. **Evaluation criteria for selection**

The candidate is expected to reflect in the submission the qualifications, knowledge and experience related to the requirements listed above. Technical evaluation will be performed through a desk review of applications, evaluation of technical proposals, and if necessary, may be supplemented by an interview.

The total amount of points to be allocated for the price component is 30. The maximum number of points (30) will be allotted to the lowest price proposal of a technically qualified offer. Points for other offers will be calculated as Points (x) = (lowest offer/ offer x) \* 30.

The selection process is aimed at selecting the applicant who obtains the highest cumulative score (technical evaluation + financial offer evaluation points) following the “best value for money” principle.

1. **Payment schedule**

The payment will be made in 6 instalments, upon submission and acceptance of the deliverables stipulated in the deliverables table above, as follows:

1. Preparation of construction work plans – 15%;
2. Provide technical support to UNICEF, CPAs, LPAs, and other programme partners – 15%;
3. Development of design and technical documents – 20%;
4. Provide technical support to the procurement process – 20%;
5. Monitoring and conducting quality assurance activities of construction projects – 15%;
6. Submission of the final report narrative report with lessons learned and recommendations – 15%.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered for failure to meet deadlines.

1. **Definition of supervisory arrangements**

The consultant will work under the oversight of the Child Protection Specialist of UNICEF Moldova. Payments will be rendered upon successful completion of the tasks.

1. **Work location and official travel involved**

The consultant is expected to perform the assignment remotely and visits all Barnahus premisses for assessment and supervision/monitoring during the construction/ rehabilitation. All travel costs shall be estimated and included in the financial offer. In case of unforeseen additional travel, this will be discussed and agreed in advance with the consultant, with travel costs to be additionally covered by UNICEF.

1. **Support provided by UNICEF**

UNICEF will regularly communicate with the consultant, provide feedback, guidance, and necessary support to achieve the intended targets and remain aware of any upcoming issues related to the performance and quality of work.

UNICEF will provide an initial package of relevant documents and available research, and an initial list of relevant experts and counterparts to work with. UNICEF will also request relevant data – as agreed upon with the contractor – from relevant national counterparts.

1. **Child Safeguarding**

Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?

[ ]    YES    [x]    NO

**16. Ethical considerations**

The contractor will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines[[1]](#footnote-2). The contractor should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with stakeholders and beneficiaries. Furthermore, the contractor should protect the anonymity and confidentiality of individual information. All participants should be informed about the context and purpose of the assessment, as well as about the confidentiality of the information shared. The contractor is allowed to use documents and information provided only for the tasks related to these terms of reference.

As per the [DHR PROCEDURE ON CONSULTANTS AND INDIVIDUAL CONTRACTORS](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/DHR%20Procedure%20on%20Consultants%20-%20DHR_PROCEDURE_2018_005.pdf), together with the Notification letter, the contractor will be sent the [link on UNICEF’s learning platform, Agora](https://agora.unicef.org/course/view.php?id=15620), containing UNICEF policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgement. The selected candidate must complete the applicable mandatory online courses on UNICEF’s learning platform prior to the signature of the contract.  All certificates should be presented as part of the contract.

1. **Other considerations**

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (if applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (COVID-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

1. UNEG Guidelines <http://www.uneval.org/document/detail/102> [↑](#footnote-ref-2)