United Nations Development Programme

TERMS OF REFERENCE

Job title:	Engineer on hydrotechnical constructions
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Resilient Communities through Women Empowerment, Phase II (in short ResCom 2)
Contract type:	Individual Contract (IC)
Assignment type:	National Consultant
Contract duration:	May 2025 – July 2026
Expected workload:	13 working days
Indicative starting date:	1 June 2025

1. GENERAL BACKGROUND

During August 2024 – July 2028, UNDP is implementing the Project "Resilient Communities through Women Empowerment, Phase II", funded by Sweden and Norway. The Project aims to enhance gender-responsive climate resilience in Moldova by integrating gender considerations into climate policies, empowering women leaders, and promoting climate-smart solutions. It aligns with national priorities and the Moldova 2030 National Strategy, addressing climate change adaptation and environmental protection. The project also supports the Government Programme on Gender Equality (2023-2027) and contributes to energy-related objectives, enhancing domestic energy production and affordability.

As a continuation of the Resilient Communities Project, phase I, UNDP Moldova intends: i) to enhance the understanding on climate change and gender empowerment matters, via synergetic engagement of public authorities from both national and local level; ii) to expand the pool of experts on gender & climate nexus through fellowship programmes, knowledge management portal etc. and with participation of the NGOs and, iii) to foster cooperation among the main local stakeholders – "Local Public Authorities (LPAs), community members and women-led businesses which all contribute to addressing the same priority issues identified in the Sustainable Energy and Climate Actions Plans (SECAPs).

Expected Results:

The project envisions a transformed landscape where climate action and gender equality converge, resulting in stronger communities and enhanced climate resilience. This transformation is driven by a set of expected results:

Outcome 1: Capacities of national and local authorities to advance gender transformative climate change actions are enhanced. This result is achieved through mainstreaming climate and gender into policy frameworks and enabling multi-stakeholder engagement. It ensures that climate and gender considerations are integrated from national to local levels, fostering a comprehensive response to the challenge.

Outcome 2: National and local women's leadership in climate actions is expanded and advanced. The project achieves this by enabling education, capacity-building, and a gender-specific leadership fellowship programme. Empowering women as leaders and change-makers in climate adaptation and mitigation efforts is key to fostering inclusive and sustainable development.

Outcome 3: Women led climate-smart solutions are identified, supported and replicated among women groups and target communities. The project supports the implementation of climate-smart activities in households and women-led agri-businesses, fostering sustainable practices and generating economic opportunities. These solutions are grounded in gender-sensitive approaches, enhancing women's resilience and community well-being.

Outcome 4: Women-led climate-smart solutions are disseminated, and societal awareness is raised. The project conducts information campaigns, contributes to development of the gender-sensitive climate change knowledge management portal, and ensures project visibility. By showcasing success stories and engaging multiple stakeholders, the project promotes a culture of climate awareness and gender-sensitive actions.

2. SPECIFIC PROJECT BACKGROUND

Within the project, under output 3, 12 target communities – in rural areas – as part of ResCom I received support for elaboration of gender-inclusive local climate adaptation and disaster risk reduction plans. As result, twelve (12) localities succeeded to integrate gender dimensions in environment and climate change adaptation and disaster risk reduction Local Plans.

As a follow up of this effort, as part of the second phase, the project worked closely with these authorities and updated the plans in the current context. Additionally, the municipalities were guided in identifying most urgent actions to be put in place with project support in the context of the climate and energy crisis.

After the prioritising exercise, each locality developed a project proposal where was described the specific context, the need for support, the solution to be implemented and envisaged results. The project budget is a grant amount of 30 000 USD per locality and co-financed with at least 10% of the provided grant. The consultant services will be provided only for 1 out of 12 projects, the only one related to the Sîrma river unclogging.

The Engineer on hydrotechnical constructions (hereinafter Consultant) will be involved in the monitoring, evaluation and supporting the works in Sîrma village – Leova district. The priority selected by the community and city hall is consolidation and arrangement of the riverbeds of the Sîrma river on an estimative 3 km stretch, and rehabilitation of 3 footbridges over the river. The support will contribute to preventing the locality from frequent floods that affect the households and farms.

3. SCOPE OF WORK, DUTIES AND RESPONSIBILITIES

The overall objective of the present assignment is to provide hydro-construction engineering assistance for community development projects in Sîrma village – Leova district.

More specifically, the Consultant will carry-out the following tasks:

1. Support target community to properly organize the construction/equipment procurement tender.
2. Monitor the quality and timeframe of the project implementation.
3. Conduct at least 3 site visits to key milestones.
4. Final quality assurance of received works/services.

The implementation is divided into 3 steps:

Pre-Implementation:

-Review technical designs, Bill of Quantities (BoQs), and implementation plans;
- Conduct initial site assessment;

During Implementation:

- Conduct at least 3 site visits to key milestones;
- Verify quality and quantity of excavation, river works, slope stabilization, and bridge works;
- Identify and address deviations from the approved design;
- Recommend corrective actions and report technical issues;

Post-Implementation:

- Validate completed works in line with national norms;
- Assist in preparing the final acceptance documentation.

4. DELIVERABLES AND TENTATIVE TIMETABLE

KEY DELIVERABLES	Estimated w.d	Tentative timeframe
Tasks		
Support Sîrma mayoralty to properly organize the construction/equipment procurement tender (one open competition). • Review technical designs, BoQs, and implementation plans. Initial site assessment was already conducted. • Support in preparation of technical specifications for procurement of works/services. • Support in assessment/evaluation of technical part of the tender proposals. **Deliverable 1** - A report with a complete and compliant procurement package, resulting in the selection of a qualified construction company through a transparent and documented process.	2 w.d	August 2025
Interim Monitoring Report • Description and visual documentation of key construction milestones reached (e.g., excavation, riverbank stabilization, footbridge progress) • Assessment of compliance with technical designs, Bill of Quantities, and timeline adherence • Identification of quality assurance issues, mitigation measures taken, and stakeholder engagement summaries **Deliverable 2a – Interim Monitoring Report** A detailed progress report summarizing the results of at least two monitoring and evaluation (M&E) field visits conducted between August and October 2025.	4 w.d.	October 2025
Final Monitoring and Completion Report • Summary of all executed construction activities with compliance findings • Validation of completed works in line with national norms and assist in preparing the final acceptance documentation • Final feedback from Local Public Authorities and implementing partner **Deliverable 2b – Final Monitoring and Completion Report** A comprehensive final report detailing the implementation status and quality of the completed works.	4 w.d.	April 2026
Post-implementation support and consultancy during final activities. • Collect and analyze indicators and data related to the benefits of hydrotechnical constructions, with a focus on their role in enhancing community resilience – 1 w.d. • Provide well-structured inputs and data summaries to support the development of the ResCom 2 project progress report for development partners – 2 w.d. **Deliverable 3 –** Post-implementation validation report that summarizes the findings and results, achieved indicators of the validation conducted for the hydrotechnical works completed.	3 w.d.	June 2026
Total	**13 w.d.**	

Note: Deliverables and the final timeline can be amended or specified for the purpose of the assignment. All deliverables should be agreed with Project and be provided in an electronic copy. Payment will be made upon the successful completion of the tasks assigned. All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approach.

5. INSTITUTIONAL ARRANGEMENTS

The timeframe for the work of the Consultant is planned for the period specified in the contract duration.

The assignment shall be performed in close coordination with the Project Manager, under the guidance and supervision of the Environment Project Officer.

Consultant's performance will be evaluated following such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. All deliverables shall be submitted in English.

All travel expenses outside duty station (Chisinau), will be arranged with the support of the project team.

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

6. FINANCIAL ARRANGEMENTS

Payments will be disbursed in tranches upon submission, coordination with the Project Associate and subsequent approval by the Environment Officer and Project Manager.

7. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualifications:

- Master's degree in hydrotechnical engineering, hydrotechnical constructions, architecture / construction or other relevant fields;
- Or bachelor's degree in hydrotechnical engineering, hydrotechnical constructions, architecture / construction or other relevant fields (plus 2 years of work experience);
- Specialized certificates on areas relevant to the assignment would constitute an advantage.

Experience and knowledge:

- At least 5 (five) years of professional experience in hydrotechnical constructions/engineering or other relevant fields;
- At least 1 (one) work on riverbed rehabilitation or bridge construction or other similar works developed or monitored;
- Proven knowledge of water supply systems and/or wastewater treatment, local construction norms and standards, building laws;
- Previous experience in development assistance or related work for a donor organization, development partners, UN Agencies would be an asset;

Competencies:

- Ability to perform and deliver expected results in a fast-paced working environment.
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point) and construction engineering software;
- Demonstrated interpersonal skills, as well as the ability to communicate effectively.
- Strong knowledge of Romanian and Russian languages.

Personal qualities:

- Strong sense of initiative and ability to work independently.
- Demonstrated capacity of team-orientation work, excellent planning, and organizational skills;
- Sensitivity and respect for human rights and gender equality
- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply. ***Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***

8. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Signed and filled-in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.). Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal.
- Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item, including information, links/copies of documents for similar comprehensive studies).
- Duly updated CV with at least 3 references.

Important notice: The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the Government, and;
- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

9. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable deliverables (in installments).

In order to assist the requesting unit in the comparison of the financial proposals, the financial proposal shall include a breakdown (fee per day * days) of the lump sum amount (including fee, taxes, per diems, and number of anticipated working days).

10. EVALUATION

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

- Master's degree in hydrotechnical engineering, hydrotechnical constructions, architecture / construction or other relevant fields; or bachelor's degree in hydrotechnical engineering, hydrotechnical constructions, architecture / construction or other relevant fields (plus 2 years of work experience);
- At least 5 (five) years of professional experience in hydrotechnical constructions/engineering or other relevant fields;
- Citizen of Republic of Moldova

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

Cumulative analysis

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.

* **Technical Criteria weight** – 60% (300 pts);

* **Financial Criteria weight** – 40% (200 pts).

Only candidates obtaining a minimum of 210 points for the Technical Evaluation shall be considered for the Financial Evaluation.

Criteria	Scoring	Points Obtainable
Technical evaluation		
University degree (or higher) in hydrotechnical engineering, hydrotechnical constructions, architecture / construction or other relevant fields;	Bachelor's degree – 30 pts. Master's degree – 40 pts. Ph.D – 50 pts.	50
Specialized certificates on areas relevant to the assignment	No – 0, yes – 20 pts.	20
At least 5 (five) years of professional experience in hydrotechnical constructions/engineering or other relevant fields	5 years – 40 pts. Each additional year of experience – 5 pts, up to a maximum of 60 pts.	60
Demonstrated ability in reporting and quality assurance of infrastructure projects (based on CV/motivation letter)	One report – 20 pts; Each additional report 10 points up to 40 pts.	40
At least 1 (one) work on riverbed rehabilitation or bridge construction or other similar works developed or monitored	1 relevant work – 20 pts. Each additional relevant work 5 pts, up to 30 pts.	30
Proven knowledge of water supply systems and/or wastewater treatment, local construction norms and standards, building laws	Each initiative – 15 pts, up to 45 pts	45
Strong knowledge of Romanian, English and Russian languages.	No – 0 pts. Romanian 5 pts, Russian 5 pts, English 10 pts, up to a maximum of 20 pts.	20
Previous experience within an UNDP Project and/or other international organization(s) will be considered a strong advantage	No – 0 pts. 1 year – 10 pts. up to 2 years – 15 pts. 3 years or more – 25 pts.	25
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	No – 0 pts, to one group – 5 pts, to two or more groups – 10 pts	10
Maximum Total Technical Scoring		**300**

**Under-represented group in the area of assignment are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees, and other non-citizens.*

Financial	
Evaluation of submitted financial offers will be done based on the following formula: **S = Fmin / F * 100** **S –** score received on financial evaluation; **Fmin –** the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;	**200**

F – financial offer under consideration	

Winning candidate: The winning candidate will be the candidate who has accumulated the highest aggregated score (technical scoring + financial scoring).