



TERMS OF REFERENCE

Job title:	Infrastructure / Civil Works Engineer (National Consultant)
Duty station:	Chisinau, Moldova
Reference to the project:	01005726 / “Enhancing Social Cohesion in Moldova through dialogue and community empowerment” Phase II (SCPI-II) Project
Contract type:	Individual Contract (IC)
Expected duration of the assignment:	July 2026 – December 2028 (up to 80 working days)

I. Background

UNDP is implementing the *Enhancing Social Cohesion in Moldova through dialogue and community empowerment Phase II (SCPI-II)* Project, which aims at strengthening both horizontal and vertical cohesion by fostering inclusive governance, institutional credibility and long-term societal resilience.

The project addresses these challenges through a coherent approach that combines capacity-building on mediation, social tension monitoring and infrastructure improvement. It supports the institutionalization of data-driven tools, promotes participatory mechanisms such as Social Cohesion Pledges integrated into local strategies and advances scalable models for community participation and cross-regional dialogue.

It also invests in technical redesign and modernization of spaces, the provisioning of necessary equipment and expertise and the establishment of multifunctional community hubs. The local community infrastructure, specifically the Community Mediation and Innovation Labs, will be modernized and upgraded through Project interventions to provide safe, accessible and inclusive environments.

This includes enhancing existing physical spaces in target communities and establishing two new Community Mediation and Innovation Labs to ensure structured engagement and intergroup interaction. This is part of the strategic pillars of the project and will contribute furthermore to providing neutral, professionally supported venues where mediation and civic experimentation can occur without politicization or exclusion.

In this context, UNDP seeks to contract an Infrastructure/Civil Works Engineer through the Individual Consultancy modality to provide consultancy services and support the effective and efficient implementation of the infrastructure works under Output 2.1, Activity 2.1.4, which focuses on the establishment and modernization of the Community Mediation and Innovation Labs of the Project.

To ensure compliance with national construction standards, technical accuracy and timely delivery, the Consultant will provide expert services throughout the full cycle of infrastructure development, from the preparation of technical designs and documentation, through procurement and construction, to final commissioning and handover, in line with the contract requirements and the applicable construction standards and legislation of the Republic of Moldova. The Consultant will also assist the Project Team in the technical evaluation of offers, site monitoring and technical supervision, as well as commissioning of the civil works implemented under this Project.

II. Objective of the assignment

The objective of this assignment is to provide engineering and civil works technical expertise and support throughout the design, reconstruction, and commissioning stages of two premises to be modernized as Community Mediation and Innovation Labs, so that local public authorities, civil society organizations, and community members have safe, resilient, and accessible spaces that enable dialogue, knowledge sharing, and joint cross-regional activities.

The Consultant will support the technical review and validation of architectural and engineering solutions developed for the renovation and equipping of the Community Mediation and Innovation Labs in target localities and will oversee renovation works that also address essential utility systems such as power, ventilation, fire protection, water, and sewage. The role includes validating technical designs, Bills of Quantities, and specifications; supervising construction quality, safety, compliance, and progress; managing variations, risks, and deviations from design or contract; and ensuring that works completed and commissioned by contractors are fully compliant with approved technical designs, Bills of Quantities, and applicable construction norms and industry practices.

The Consultant will be involved in verifying the completeness and quality of technical design documentation and project cost estimates, preparing technical tender documentation, and evaluating bids within procurement of works activities. The Consultant will play a key role in supervising the quality and timely implementation and commissioning of construction works through a range of actions contributing to planning, management, and monitoring of project activities, in accordance with contract requirements and applicable national building norms, construction standards, and legislation of the Republic of Moldova. In addition, the Consultant will be responsible for facilitating and coordinating the commissioning and final acceptance of completed works, ensuring that each Community Mediation and Innovation Lab is operationally ready to function as a safe, accessible, and multifunctional community hub.

III. Key tasks

To achieve the stated objective, the consultant will have the following responsibilities:

A. Technical Design Development, Review and Endorsement

1. Provide methodological assistance during the preparation, verification, and endorsement of technical design documentation for the Community Mediation and Innovation Labs, taking into account project's human rights-based approach, accessibility and Leave No One Behind (LNOB) principles.
2. Support the procurement of technical design services, including preparation of relevant procurement documentation, technical evaluation of design offers, and coordination with the team to ensure timely contracting of design services prior to the commencement of renovation works.
3. Conduct a feasibility assessment of proposed premises to support the final decision on the locality and specific location of the Community Mediation and Innovation Labs, covering key factors such as physical condition, suitability for the intended use, accessibility, compliance with applicable norms, and estimated cost implications.
4. Review technical drawings, Bills of Quantities and execution documentation for accuracy and conformity with on-site conditions, applicable national legislation, and project requirements; recommend corrective steps where feasible.
5. Engage with the beneficiary and designer to secure necessary design remediation of deficiencies or deviations identified.
6. Validate technical designs, Bills of Quantities, and specifications developed for the renovation of community spaces as multifunctional Community Mediation and Innovation Labs in target localities.

B. Procurement and Tender Support

7. Provide technical input in preparing tender documentation (technical requirements and evaluation criteria, market research, risk assessment, etc.) for the procurement of civil works for the Labs.
8. Support the organization of the pre-bidding meeting and facilitate site visits for potential bidders conducted as part of the tendering process.
9. Provide written responses to all technical questions from bidders and support the preparation of clarification requests.
10. Participate as an evaluation panel member in the assessment of technical offers for civil works and equipment; draft relevant technical evaluation tables and forms.

C. Mobilization, Permits and Site Handover

11. Facilitate the formal handover of the 2 sites from the beneficiary to the contractor.
12. Verify the presence and validity of all permits, authorizations, endorsements, and certificates required for civil works.
13. Support the beneficiary in obtaining any other relevant permits and registrations required for the execution, finalization, and commissioning of works.

D. Supervision of Works and Quality Control

14. Conduct regular site visits to monitor progress across all stages of renovation and commissioning of the Community Mediation and Innovation Labs.
15. Provide continuous technical assistance to the Project Team throughout the infrastructure renovation cycle, ensuring that spaces are safe, accessible, and inclusive in line with the project's human rights-based approach and Leave No One Behind principles.
16. Ensure adherence to all applicable national regulations, standards, safety, environmental, and social requirements throughout implementation, including accessibility requirements for persons with disabilities.
17. Monitor compliance with the execution schedule and verify progress against contract requirements.
18. Inspect quality of works and materials; verify compliance with technical requirements, national construction standards, and contractual obligations.
19. Monitor and verify the contractor's quality control system, including laboratory tests and inspections.
20. Review, request corrections where needed, and endorse: technical procedures and method statements for executing works; detailed work timetables; reports identifying works not completed but submitted for payment.
21. Oversee maintenance of the works record book and the technical book of the construction site by the foreman and technical supervisor.
22. Inform the UNDP Project Manager of deviations from designs, Bills of Quantities, and approved budget; propose viable technical solutions to address overruns or gaps.
23. Immediately notify the UNDP Project Manager of technical issues, delays, risks, or safety concerns.
24. If works present risks to life, property, society, or the environment, promptly inform the beneficiary, Project Manager, and competent authorities.

25. Recommend corrective measures and follow up on implementation if non-conforming works are identified; obtain designer approval for remedies affecting fundamental requirements or design deviations.
26. Take all necessary steps to ensure timely completion of works in accordance with the contract.
27. Fulfil any additional duties required by legislation and the project's governing documents.

E. Variations and Change Management/ Amendments

28. Collect volumes, verify cost estimates, and prepare reports and notes for included or excluded works as required.
29. Identify, document, and report any additional works or deviations from the initial design and/or BoQ.
30. Coordinate with the beneficiary, designer, and contractor to update design documentation and/or BoQ when variations are needed.
31. Support preparation of amendments to the civil works contract when necessary; ensure traceability of all changes and their approvals.
32. Recommend technical solutions for addressing unforeseen construction challenges, particularly those affecting the functionality or accessibility of the Labs as community spaces.

F. Stakeholder Coordination and Documentation Management

33. Maintain continuous coordination with the UNDP Project Team, beneficiary, designer, general contractor, and other stakeholders, including relevant local public authorities and civil society actors engaged in the project.
34. Organize and participate in regular progress meetings (design company, UNDP representatives, technical supervisor, general contractor, beneficiary representatives); prepare, circulate, and obtain approval of meeting minutes.
35. Monitor implementation of decisions agreed during progress meetings.
36. Receive, verify, and endorse reports submitted by the designer and general contractor on completed services and works.
37. Maintain and update the payment tracking register on works carried out by each BoQ chapter.
38. Maintain a structured photo log linked to milestones and activities.
39. Submit monthly progress and activity reports to the UNDP Project Manager, summarizing achievements, schedule status, issues, risks, and recommendations.
40. Review and validate all coordination and approvals throughout the project lifecycle.
41. Monitor completion of the technical book and prepare it for submission to the acceptance committee.

G. Commissioning and Handover

42. Participate in acceptance and commissioning of civil works based on approved execution drawings and legal requirements.
43. Sign Works Completion Documents only after inspection and acceptance confirm compliance with contract and technical execution drawings.

44. Assist the Project Team and the beneficiary in preliminary and final commissioning processes and support final project handover, ensuring that each Community Mediation and Innovation Lab is operationally ready to function as a safe, accessible, and multifunctional community hub.
45. Prepare and ensure accurate documentation of handover protocols and commissioning minutes; draft minutes for preliminary and final commissioning meetings and collect all required signatures of the commissioning members.

H. Reporting

46. Submit a final report summarizing project results, contractor's performance, compliance findings, lessons learned, and recommendations, including observations on the functional readiness of the Community Mediation and Innovation Labs to serve their intended purpose.

IV. Expected results/Deliverables

The Consultant shall deliver the following outputs in line with the tasks described above. All deliverables must be submitted in a professional, clear, and comprehensive format acceptable to the UNDP Project Team.

Item No.	Deliverable description	Estimated effort	Indicative timeline
1.	Group of Deliverables #1: Technical Design Development, Review and Endorsement		
	<p>Objectives:</p> <p>The Consultant will support the procurement of technical design services and conduct a feasibility assessment of proposed premises to inform the decision on the locality and specific location of the Labs. The Consultant will subsequently develop or oversee the development of the full set of technical designs, Bills of Quantities, and specifications for the renovation and equipping of Community Mediation and Innovation Labs in <i>2 target sites (to be identified in the North & South of the country)</i>. The Consultant will countersign the Handover document for the full set of technical designs, Bills of Quantities, and specifications.</p> <p>Deliverable 1: Activity Report #1 including: feasibility assessment of proposed premises with a recommendation on locality and location; documentation related to procurement of design services; relevant findings, conclusions, and recommendations; submitted and approved by the UNDP Project Team.</p>	Up to 16 working days	By 30 September 2026
2.	Group of Deliverables #2: Procurement and Tender Support		

	<p>Objectives: Technical inputs provided in preparing tender documentation for the procurement of civil works for the Community Mediation and Innovation Labs. Scope of Works/Schedule of Requirements drafted by the consultant and endorsed by the UNDP. Timely written responses to all technical questions received from bidders throughout the tender process provided. Clarification requests and technical evaluation report/forms for the civil works tender prepared by the consultant and endorsed by all evaluation panel members, including assessment of compliance of offers with tender requirements, technical design and BoQs, comparison of costs, identification of inconsistencies, and potential justifications for deviations.</p> <p>Deliverable 2: Activity Report #2 including relevant documents developed, inputs, findings, conclusions, and recommendations submitted and approved by the UNDP Project Team.</p>	Up to 10 working days	By 30 November 2026
<p>Group of Deliverables #3: Regular Supervision of Works, Quality Control and Variations</p>			
3.	<p>Objectives</p> <ul style="list-style-type: none"> • Regular supervision of works and quality control and identification of variations. • Regular site visits to monitor progress across all stages of the reconstruction process, conducted at a frequency scheduled in advance by the UNDP Project Team (<i>any site visits beyond this frequency shall be undertaken only where justified and subject to prior written approval by UNDP</i>). A structured site visit report and a photo log for each site visit linked to milestones/activities achieved/completed, shall be maintained for every site visit. • During site visits, the civil works contract implementation should be effectively supervised and professional technical assistance provided to the UNDP Project Team and beneficiary, to ensure quality and timely and complete execution of works by the contractor, in accordance with contract terms and conditions, relevant national norms, and approved technical designs and BoQs. • Quality control observations and corrective actions documented. • Support preparation of amendments to the civil works contract when necessary. <p>Deliverable 3: Monthly construction supervision reports summarizing: works progress, schedule status, site visit reports and photo logs, minutes of coordination meetings, quality control findings,</p>	Up to 40 working days	By 30 October 2027

	<p>contract amendments supported (if any), documented deviations/ variations, corrective actions proposed, issues and risks identified and mitigation measures proposed, etc. submitted and approved by UNDP Project Team.</p> <p><i>up to 1 working day per report</i></p> <p><i>up to 0.25 working days per site visit</i></p> <p><i>up to 1 working days per amendment</i></p>		
<p>Group of Deliverables #4: Progress Meetings, Stakeholder Coordination and Documentation Management</p>			
4.	<p>Objectives</p> <ul style="list-style-type: none"> Organize and facilitate weekly Progress meetings with all relevant stakeholders (UNDP representatives, general contractor, beneficiary representatives, other relevant participants). Review and clear the contractor’s Monthly Progress reports on completion of works (BoQs) and associated invoices prior to submission for payment. Review the Technical book of the construction site on a monthly basis to ensure completeness for final submission. <p>Deliverable 4: Monthly reports summarizing (i) progress meetings held (including minutes), (ii) reviewed and signed payment packages upon completion of works (BoQs), (iii) Payment tracking register on works carried out by each BoQ Chapter updated, submitted and approved by UNDP Project Team.</p> <p><i>Up to 0.5 working day per monthly report</i></p>	<p>Up to 7 working days (up to 0.5 working days per monthly report)</p>	<p>By 30 October 2027</p>
<p>Group of Deliverables #5: Commissioning and Handover</p>			
5.	<p>Objectives</p> <ul style="list-style-type: none"> Conduct pre-commissioning inspection and final commissioning of works, confirming compliance with technical execution drawings and contractual provision, review the completeness of the technical book and its preparation for commissioning, prepare the relevant commissioning and handover documentation according to National Legislation. <p>Deliverable 5.1: Minutes of substantial completion and of works/Certificate of Substantial Completion confirming compliance with technical execution drawings and contractual provisions drafted and signed by participating stakeholders submitted to the UNDP Project Team. (3 w.d)</p>	<p>Up to 3 working days</p>	<p>By 30 November 2027</p>

	Deliverable 5.2: Minutes of the final commissioning of works/Certificate of Final Completion of works) submitted to the UNDP Project Team. (2 w.d.)	Up to 2 working days	By 30 November 2028
	Group of Deliverables #6: Reporting		
6.	<p>Objectives</p> <ul style="list-style-type: none"> Deliver a final report including summarizing project results, contractor's performance, compliance findings, lessons learned and recommendation, submitted and approved by UNDP Project Team. <p>Deliverable 6: Final report submitted to the UNDP Project Team.</p> <ul style="list-style-type: none"> Full project related archive (reports, photo logs, minutes, notes, letters, etc.) transferred to UNDP Project Team. 	Up to 2 working days	By 30 November 2028
TOTAL		Up to 80 days	

Note: Deliverables, number of working days, and the final timeline can be amended for the purpose of the assignment. The above objectives describe the scope of services and tasks to be performed by the Consultant; the Deliverables constitute the required means of verification for acceptance and payment by UNDP. Additionally, the Infrastructure/Civil Works Engineer may be requested to deliver additional services related to the Community Mediation and Innovation Labs that prove necessary and could not reasonably be initially foreseen. The remuneration for such services shall be mutually agreed.

Institutional Arrangements

The Infrastructure/Civil Works Engineer will work under the direct supervision of the UNDP Project Manager and in close coordination with the project team. For quality assurance and technical compliance and guidance related to applicable UNDP policies and procedures for civil works, the Consultant will collaborate with other UNDP civil works/infrastructure specialist(s). The Consultant will receive all possible information and available documentation necessary to perform the assigned tasks and to ensure timely delivery of the agreed outputs.

V. Financial arrangements:

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). 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 the daily fee, taxes, and number of anticipated working days and all expenses required for task delivery, including communications and local transportation for field visits (North & South of the country) to locations associated with the assignment.)

VI. Payment for provided services

Payments will be made post factum, in instalments, deliverables-based modality. Each instalment will be released upon submission of the agreed deliverables and acceptance by the UNDP Project Manager, as stipulated in the contract.

All other Groups of Deliverables shall be paid upon full completion and acceptance of the respective deliverables.

VII. Confidentiality

All materials, documents and information made available to the Consultant under this assignment, as well as proceedings conducted within the contract, shall be treated as confidential during and after the consultancy. No information may be disclosed to third parties without prior written authorization from UNDP, except where disclosure is required by law or by the contract. Breach of confidentiality may result in immediate termination of the contract.

VIII. Qualifications and skills required:

Education

- University degree in Civil Engineering/Constructions. An advanced degree is an asset.
- Specialized technical certification in the field of civil construction works and technical supervision of the construction sites.¹

Experience

- At least five (5) years of progressive experience in civil engineering and infrastructure development, including design review, site supervision, contract administration and quality assurance for construction/refurbishment projects.
- Experience (at least two projects) in preparing or validating technical specifications for construction/civil works, providing procurement support (tender dossiers, clarifications, technical evaluation of bids).
- Experience with constructing/renovating public/government facilities (e.g., community centers, libraries, cultural centers), is an asset.
- Proven experience working with international organizations on similar assignments (including UNDP/United Nations or European organizations) is an asset.
- Experienced user of specialized software solutions, relevant for the construction sector (WinSmeta, AutoCad/ArhiCad, etc.).

Competencies and skills

- Demonstrated knowledge of applicable national construction legislation and standards, occupational safety and fire protection requirements relevant to building projects.
- Report writing and communication skills; strong organization, coordination and stakeholder engagement abilities.
- Demonstrated teamwork, presentation and facilitation skills; flexibility and ability to work under tight deadlines.
- High ethical standards, confidentiality and awareness of information security requirements in government environments.
- Fluent in Romanian, working level of English is an asset.

Personal qualities

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.
- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

¹ Certificat de atestare tehnico-profesională

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.

IX. 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.

The Financial Proposal shall be submitted directly in the Quantum system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match your offer in the system.

- Proposal (Motivation Letter): explaining why he/ she is the most suitable candidate for the assignment, including previous experience in similar Projects/Assignments.
- Duly completed and updated personal CV and at least three (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.

X. EVALUATION

First, individual consultants will be short-listed according to the following minimum qualification criteria:

- University degree in Civil Engineering/Construction.
- Specialized technical certification in the field of civil construction works and technical supervision of the construction sites.²
- At least five (5) years of progressive experience in civil engineering and infrastructure development, including design review, site supervision, contract administration and quality assurance for construction/refurbishment projects
- Citizenship of the Republic of Moldova

The short-listed candidates will then be further assessed according to the following methodology:

Cumulative analysis

The contract will be awarded to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

² Certificat de atestare tehnico-profesională

b) having received the highest score out of a pre-determined set of weighted technical and financial criteria, formulated for this request.

* Specific weight of technical criteria – 60% (300 points);

* Specific weight of financial criteria – 40% (200 points).

Only candidates who scored a minimum of 210 points will be considered for the financial assessment.

Criteria	Scoring	Maximum Points Obtainable
Technical		
University degree in Civil Engineering/Construction or similar.	<i>(University degree – 25 pts; Advanced degree – 35 pts.)</i>	35
At least five (5) years of progressive experience in civil engineering and infrastructure development, including design review, site supervision, contract administration and quality assurance for construction/refurbishment projects.	<i>(5 years – 15 pts., each additional year – 5 points, up to 40 pts.)</i>	40
Experience (at least two projects) in preparing or validating technical specifications for construction/civil works, providing procurement support (tender dossiers, clarifications, technical evaluation of bids)	<i>(2 projects – 15 pts., each additional project – 5 pts., up to 30 pts.)</i>	30
Experience with constructing/renovating public/government facilities, preferably involving secure or mission critical spaces (e.g., community centers, libraries, cultural centers), is an asset	<i>(1 project – 10 pts., each additional project – 5 pts., up to 40 pts.)</i>	40
Proven experience in working with international organizations on similar assignments, including the UNDP/United Nations and/or European organizations	<i>(each assignment 5 points, up to – 15 pts.)</i>	15
Technical scoring		160
<p><u>Interview</u> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness).</p> <p>Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.</p>		
Demonstrates knowledge of applicable national construction legislation and standards,	<i>Strong – up to 50 pts., satisfactory – up to 30 pts., limited – up to 15 pts., no – 0 pts.</i>	50

occupational safety and fire protection requirements relevant to building projects.		
Demonstrates the ability to plan, organize, and execute tasks efficiently; to deliver agreed outputs within established timelines and defined scope; and to monitor progress, manage risks, and make informed decisions to ensure high-quality results.	<i>Strong – up to 30 pts., satisfactory – up to 20 pts., limited – up to 10 pts., no – 0 pts.</i>	30
Demonstrates proficiency in the use of specialized software solutions relevant to the construction sector, including cost estimation, drafting, and design tools (e.g. eDevize, WinSmeta, AutoCAD, ArchiCAD, or equivalent).	<i>Strong – up to 20 pts., satisfactory – up to 10 pts., limited – up to 5 pts., no – 0 pts.</i>	20
Demonstrates the ability to work in teams and align others toward shared objectives; to build constructive relationships with diverse stakeholders; and to navigate differing interests through persuasion, negotiation, and sound judgement.	<i>Strong – up to 20 pts., satisfactory – up to 10 pts., limited – up to 5 pts., no – 0 pts.</i>	20
Fluent in Romanian, working level of English is an asset	<i>(Romanian – 10 pts., English – 5 pts.)</i>	15
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*v	<i>(To two or more groups – 5 pts., to one group – 3 pts., No – 0 pts.)</i>	5
Total interview scoring		140
Maximum total technical scoring		300
Financial analysis		
Submitted financial proposals will be assessed according to the following formula: S = Fmin / F * 200 S – the achieved result of the financial assessment; Fmin – the lowest financial proposal of all those submitted, which were qualified during the technical assessment; F – the financial proposal to be reviewed.		200

* Under-represented groups in UN Moldova 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. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.**

Winning candidate

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