



## TERMS OF REFERENCE

<b>Job title:</b>	Position 1: Construction Consultant and Position 2: Technical Supervisor (several positions) on Long Term Agreement basis
<b>Duty station:</b>	Chisinau, Moldova and other locations in Republic of Moldova
<b>Reference to the project:</b>	UNDP Moldova and other UN Agencies
<b>Contract type:</b>	Individual Contract (IC)
<b>Indicative Duration of assignment:</b>	One year with possibility of extension for two additional years

### I. Objective of the assignment:

The main objective of the assignment is to provide technical support to the United Nations Development Programme (UNDP) and other UN Agencies teams in the supervision and monitoring of various construction, design and related activities through the construction period. The expected output from the Consultants is the provision of consultancy services to UNDP (Employer) for an efficient, qualitative and timely completion of construction projects, on the territory of the Republic of Moldova.

### II. Background:

United Nations Development Programme (UNDP) works in some 170 countries and territories, including the Republic of Moldova, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. UNDP helps countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP programme in Moldova is guided by the Country Programme Document, and the UN-Moldova Partnership Framework "Towards Unity in Action" for 2013-2017 and its Action Plan, which is in line with the priorities of the Government of Moldova.

In a rapidly changing global environment, the work of UNDP and the broader UN family aligns with the new national development vision, Moldova 2020, and sector strategies. UNDP Moldova's country programme for 2013-2017 has three major focus areas:

1. Inclusive growth;
2. Effective governance;
3. Climate change, environment and energy.

In order to support UNDP and other UN Agencies' needs, as well as the needs of their projects and partners operations, the UN Agencies in the Republic of Moldova are procuring fairly a large volume of Construction and Civil Engineering Works and services, and have decided to join efforts for entering into a Long Term Agreement with qualified national consultants to provide Construction Consultancy and/or Technical Supervision in Constructions related services on Framework basis.

UNDP Moldova has been selected as the Lead Agency to organize and conduct the process for identifying qualified ICT consultants on behalf of the following UN Agencies in Moldova: IMF, WHO, IOM, UNHCR, UNFPA, UNAIDS, UNICEF, UN Women, OHCHR, EBRD. UNDP Moldova, on behalf of the UN Agencies listed above, envisages entering into Long Term Agreement with qualified Construction experts for an initial period of one year, with possibility for extension for two additional years.

### III. Scope of work and expected output:

The consultancy services will be provided on a demand-driven basis (upon request), being a part-time engagement.

Specific expectations from the IC will be articulated in the service requests to be made by UNDP and other UN Agencies (hereinafter "Requestor") during the course of the contract.

## **(I) Construction Consultants**

The scope of work outlined below is not exhaustive and is intended only to provide a broad description of the assignment. In particular the Consultants shall carry out the following tasks:

1. Prepare a work plan for each assignment;
2. Oversee, maintain and provide inputs for updating of the schedule of works;
3. Ensure that relevant contractual documents are prepared and submitted by the various contractors;
4. Examine designer's BoQs and identify the gaps not covered by the design or budget;
5. Check and confirm during bid evaluation procedure that the contractors have all the required national and local permits to perform the civil works according to their contracts before starting the construction works;
6. Maintain the contractors' permits folder and monitor the periodic status as a component of the reporting requirements;
7. Monitor the changes in the relevant local, regional and national requirements for permits, technical conditions and authorizations for ongoing construction works;
8. Serve as a main interlocutor between the project and local authorities;
9. Support the Requestor in preparation of the monthly progress reports;
10. Develop a template and the requirements for the Contractors' reports related to the implementation of construction works;
11. Review the Contractors' progress reports and applications for payment;
12. Maintain the records for cumulative quantities of works;
13. Supervise site surveying works and records;
14. Supervise laboratory testing works and records;
15. Supervise design revisions and corrections;
16. Supervise drafting and clearance of the bills of quantities;
17. Oversee the "as built" drawings' submission procedure from the general contractor, subcontractors and surveying company;
18. Prepare and submit weekly reports on status of design issues;
19. Provide support to the project team in the preparation of the tender documents and in the evaluation of bids;
20. Build and maintain the technical archive folder of the project for its handing over to the Beneficiary;
21. Perform other duties as could be reasonably requested by the Requestor.

## **(II). Technical Supervision Consultants**

The expected output for the Engineering services/ Technical Supervision is to provide technical/expert supervision services to Requester for an efficient, qualitative and timely completion of the construction Projects, on the territory of the Republic of Moldova.

The Technical Supervisor will provide the service of civil works supervision, being experienced, duly licensed in accordance with the law regarding the works under its control. The presence of the civil work engineer with the necessary specific license will be required whenever works requiring licensed supervision are in progress. The candidates must possess a valid license for supervision of civil works, in the same time, it will be considered an advantage if the candidates have a professional attestation at least in one or more of the fields: road construction, water and sewage network/facility installation, ventilation/frigorific, electrical network, telecommunication networks, automation systems, alarm system, technological equipment installation. Within the scope of the Assignment; the IC is expected to provide consultancy services for the below listed generic activities:

1. Set up of a Quality Assurance Management System for supervision of civil works;
2. Jointly with the Contractor's and Designer's Representatives review the design;
3. Set up a site supervision schedule and method of communication with authorized site representative of the Contractor and State Construction Inspection;
4. Jointly with Beneficiary organize handing over of the construction site to the Contractor;
5. Perform direct on-site supervision of the quality of works and monitoring of implementation progress;
6. Establish and manage a programme of test works to be carried out at independent laboratories (cost of the laboratory testing shall not be included);
7. Review the detailed programme of works submitted by Contractor;
8. Organize regular monitoring site meetings (at least on a weekly basis);
9. Maintaining control and countersign the volumes of executed works, in conformity with approved design documentation. All original documents should be timely presented to the Requestor;
10. Assist the Project Engineer at the acceptance and/or approval of submissions required from the Contractor, including, but not limited to: key staff appointments, insurances, guarantees warranties, licenses, construction authorizations, programmes, method statements, traffic management plans, safety measures, suppliers and certified materials for incorporation in the works, the quality assurance and control plans, laboratory provisions and execution of the testing programme, requests for approval to proceed, subcontractors, plant,

equipment, provision of borrow pits and access roads, environmental protection and health and safety requirements;

11. Duly certify Contractor's interim/final certificates for payments for executed works before presenting to the Requestor for approval;
12. Prepare and duly submit Reports on, and projections of, financial and physical progress, technical issues, non-compliance and contractual issues.

**Important notice:** When applying, Applicants must select and clearly indicate the type(s) of services that he/she applies for, as per below categories:

1. Services related to Construction Consultancy;
2. Services related to Technical Supervision.

#### **IV. Deliverables**

##### **4.1 Deliverables**

The Consultants are expected to provide qualified consultancy services in support to UNDP and other UN Agencies. Without UNDP/other UN Agencies committing any business scope and/or volume, the ICs shall make these consultancy services available on a demand driven basis, with each assignment (order) detailed in the Terms of Reference – document which will be elaborated by the Requestor and will specify the tasks to be carried out, the estimated amount of time allocated to the service, and the deadline for delivery of the service.

##### **4.2 Performance evaluation**

Contractor's performance will be evaluated against timeliness, responsibility, initiative, accuracy, and overall quality of the delivered products, UN corporate values (gender, non-discrimination, diversity, ethics, etc.)

#### **V. Time frame, management and institutional arrangements**

Organizational settings: The consultants will be responsible for their own office facilities according to the needs to accomplish fully the tasks and obligations under the contract. The construction consultants will work in close collaboration with the Requestor – for substantive aspects of the assignments. All consultant' deliverables shall be submitted for approval to the Requestor. The Consultants are expected to be present part-time on the site of construction. He/She will perform his/her duties and submit the Reports to the Requestor according to the ToR assignment.

Language of the deliverables: All the deliverables should be duly prepared and submitted for approval to the Requestor in Romanian and/or English.

Travel: The Requestor will provide transportation means to consultants for site visits under the present Contract.

Documents: The Requestor shall make available to the Consultants all information, agreements, contract documents, construction drawings, technical specifications, etc. pertaining to the Consultants assignment.

#### **VI. Qualifications and skills required**

##### Academic Qualifications:

- University degree in Civil Engineering or technical/constructions studies related field

##### **(I). Experience and knowledge for Construction Consultant:**

- Minimum of 10 years of total professional experience in Civil Engineering;
- Minimum 5 years of progressive experience as construction consultant/expert/engineer in implementation of large scale infrastructure projects;
- Experience with construction of: land improvement and asphalt works; water and sewerage utilities, local area networks, fire-fighting and video surveillance systems;
- Experience in international organizations with similar projects will be an advantage.
- Strong knowledge of implementing procedures in constructions and their sequence, such as: approvals, verifications, expertise, execution of works, commissioning, etc.
- Strong technical knowledge of construction standards and national legal requirements towards civil works construction (civil works, utilities, installations, roadworks), in particular:
  - a) Law on Quality in Constructions No.721/1996;
  - b) Law on authorization of construction works No.163/2010;

- c) Government Decision No.361/1996 regarding quality assurance in constructions;
- d) Government Decision No.285/1996 regarding approval of the Regulation for commissioning of constructions and installations;
- e) Government Decision No.329/2009 regarding approval of the Regulation on technical-professional attestation of specialists in constructions;

## **II. Experience and knowledge for Technical Supervision Specialist:**

- Minimum of 10 years of progressively responsible professional experience in the area of constructions, infrastructure development projects;
- Minimum 5 year of progressive experience as a licensed technical supervisor in civil engineering of a large scale infrastructure projects;
- Valid license for supervision services of civil works (License title: Construcții civile, industriale și agrozootehnice);
- Additional to civil work attestation in one or more of the following fields: road construction, water and sewage network/facility installation, ventilation/frigorific, electrical network, telecommunication network, automation systems, alarm systems, technological equipment installation will be a strong asset.
- Deep technical knowledge of standards and principles of construction contracts and business processes

### Competencies:

- Proven ability to plan, work and deliver on agreed deadlines;
- Proven ability to operate effectively in a team;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Proven report writing skills
- Fluency in Romanian and Russian languages. Working knowledge of English will be a strong asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

### 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.

The UNDP 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.

## **VII. Documents to be included in the proposal**

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

1. Cover letter, stating the interest and qualifications;
2. Offeror's Letter confirming Interest and Availability;
3. Duly completed P-11 form or CV indicating the contact details of at least 3 referees;
4. Copies of Professional Certificates and Licenses if available.
5. At least 2 references from a supervised ongoing and/or successfully completed construction object of large scale within the last 5 years.

## **VIII. DELIVERABLES AND PAYMENTS**

The contract to be signed between UNDP and successful candidate(s) will **not** entail a financial commitment from UNDP. UNDP's financial commitment will be established on an ad-hoc basis every time as services are officially requested by the UN Agencies.

Payment terms and conditions will be specified in the service request/ToR. Payment terms and conditions along with the daily fee rate (indicated in the contract) and number of days invested (not to exceed maximum number of days in the service request) will be the basis of payment to the IC. Payments will be made against submission of the deliverable(s) in the service request by the IC and approval of such deliverables by Requestor.

Note: Please, refer to the Individual Consultant Procurement Notice of this recruitment for a more detailed information on the application and selection process.