 TERMS OF REFERENCES

Job title: Technical consultant
Reference to the project: Access to success: partnerships for self-sustainable community development
Contract type: Contract Service Providers
Period of assignment: November 12, 2018 – November 30, 2019

1. BACKGROUND

The Project is implemented by the Consortium of organisations: Representative of Solidarity Fund PL in Moldova, PA Eco-Contact, NGO Ecospectr, and PA Moștenitorii, being financed by the European Union within the Support for Confidence Building Measures Program and co-financed by the Ministry of Foreign Affairs of the Republic of Poland within the Poland’s Development Cooperation Program of Polish Aid.

Project Mission is to consolidate local development on both banks of Nistru by improving local active citizens’ skills and co-financing local development projects implemented through cooperation of local partners.

The Project is aimed at developing communities through identification of local capacities and needs, and financing subprojects promoting local development and improvement of Project participants’ skills in the areas related to local development and project implementation in the following spheres: (1) culture and sports, (2) environment, (3) economic development and tourism and (4) social sphere.

The Project implies involvement of 42 communities’ representatives from both banks of the Nistru river.

The Project consists of three phases:

- Phase 1 – improvement of skills and exchange of experience – training cycle and study tours to Poland;
- Phase 2 – grant scheme of co-financing partnership projects implementation (with each project budget making up to 25,000.00 EUR);
- Phase 3 – Project wrap-up.

2. THE PURPOSE OF THE SERVICES

The purpose of the consultancy is:

- to support Access to Success project implementation team and grant scheme beneficiaries (17 partnership projects – 34 communities from both banks of the Nistru river);
- to provide quality technical assistance;
- to build capacities among community projects’ beneficiaries, in technical evaluation, preparation of small infrastructure projects for investments, contracting and implementation of projects in compliance with national building codes, up to date national technical standards thus ensuring cost effective capital investment and efficient use of resources;
- On the pre-contractual phase for the grant beneficiaries the Consultant will advise the project team and the beneficiaries on the best applicable solutions and will come with a set of recommendations for each community/case.

The Consultant is expected:

- to closely monitor the progress of implementation of works;
- to supervise small scale infrastructure sites and civil works in the selected communities in accordance with the contract requirements and existing construction standards in line with the legislation of the Republic of Moldova;
- to support the communities in the process of accepting the final work.
3. QUALIFICATION REQUIREMENTS

The technical consultant should have education and knowledge in civil engineering, heating, water and sanitation, national construction codes and standards, building laws, as well as extensive experience in implementing community development projects.

In particular:

- Education: University Degree in civil engineering, and/or other relevant area;
- Work experience: at least 10 years of work experience in the field of civil engineering;
- Extensive experience in monitoring/supervision/supporting small-scale infrastructure and civil works, preferably buildings renovation, heating and water and sanitation networks;
- In depth knowledge of national legislation pertaining to the construction works;
- Experience within community development programs is an asset;
- Experience of work in Transnistria and knowledge of the local requirements is a strong asset;
- Language skills: excellent command of written and spoken Romanian and Russian is required; knowledge of English is an asset;
- 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;
- Capacity to communicate efficiently with different stakeholders (civil society, government authorities, local communities, project staff);
- To be able to travel frequently.

4. KEY ACTIVITIES AND EXPECTED OUTPUTS

The main roles of the technical consultant is to assist grant scheme beneficiaries in: (i) evaluation of the technical aspects of proposed small scale infrastructure and civil works, (ii) ensure on-site supervision of construction works, monitoring the progress of works (parts that refer to the construction works), advise on the necessary legal procedures to be followed and the timing to grant beneficiaries; (iii) supporting the beneficiaries to ensure completeness of site documentation on execution of works and timely confirm reception and payment of works.

The technical consultant will permanently monitor that in each community all required information, documentation, authorizations and permits are timely obtained and recorded, during the whole cycle of project implementation and execution of the subject works. The technical consultant will work under the supervision of the Project coordinator from Solidarity Fund PL in Moldova and will work in close cooperation with other implementation partners.

For the given purpose, technical consultant will carry out the following tasks:

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<tr>
<th>Stages/ Phases</th>
<th>Activities</th>
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| First field visits to communities and final appraisal of project proposal | 1. Get familiarized with partnership project proposals and demanded civil works;  
2. Conduct field visit to each community (to join several communities in one day). During the visit technical consultant assesses: project’s technical feasibility and sustainability, cost efficiency; ecological compatibility; and accuracy of presented costs and budget;  
3. Assess the community’s capacities about project implementation.  
4. Community’s capacity to organize daily supervision of site and ensure high quality works; |
5. Prepare a short report that contain the summary of the visits, recommendations for the community and next steps of work with these communities.

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<th>Works supervision commissioning of completed works</th>
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1. Develop monitoring and visits to communities plan to be dully approved by the Project coordinator. Continuously monitor and provide technical assistance to each community according to the approved plan;
2. Monitor and supervise the execution of works in the field and verify the volumes and quality of construction works performed by the contracted companies;
3. Ensure that the works’ performance documentation is fully completed, during the construction phase;
4. Collaborate with the Local Supervisors - engineers assigned by the communities for supervision of works, in order to identify and solve various issues appeared on the construction site (to be decided for each particular community);
5. Collect works performance reports and verify their conformity;
6. Monitor and ensure that the works completion schedules and timeframes are respected by the contracted companies;
7. Regularly report to Project coordinator from Solidarity Fund PL in Moldova, and other implementation partners (Consortium implementing A2S project) on the progress of works on the sites;
8. Ensure the works are performed in compliance with the national legislation and applicable standards in construction.

The timeframe for the delivery of each activity/output per community shall be coordinated and agreed in advance with the Project coordinator from Solidarity Fund PL in Moldova, and other implementation partners.

The expected outputs are as follows:

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<th>No.</th>
<th>Deliverables</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>1</td>
<td>First assessment of all selected partnership projects and, assess applications feasibility from perspective of technical, financial, ecological, timeframe and official authorizations compliance</td>
<td>1 report</td>
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<tr>
<td>2</td>
<td>Field assessment report, including technical feasibility report developed. Complete quarterly reports for certifying progress and completeness of works in 34 communities, submitted to Project coordinator from Polish Solidarity Fund</td>
<td>4 quarterly reports</td>
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</tbody>
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5. APPLICATION PROCEDURE

Application shall be sent by e-mail to a2s@vox.md, with subject line – Technical consultant A2S, not later than 23:59, November 08, 2018, and shall contain:

- CV in English;
- Price offer