



MINISTERUL AGRICULTURII,  
DEZVOLTĂRII REGIONALE ȘI  
MEDIULUI AL REPUBLICII  
MOLDOVA

MINISTRY OF AGRICULTURE,  
REGIONAL DEVELOPMENT AND  
ENVIRONMENT OF THE  
REPUBLIC OF MOLDOVA



UNITATEA CONSOLIDATĂ PENTRU IMPLEMENTAREA PROGRAMELOR IFAD  
THE CONSOLIDATED PROGRAMMES IMPLEMENTATION UNIT (CPIU IFAD)

## TERMS OF REFERENCE

### For

### Individual consultant on position Infrastructure Development Engineer

**Location:** CPIU IFAD, CHISINAU

**Terms for employment:** fixed-term contract for consulting services

**Project:** RRP 1.1.2.7

### Background

The Consolidated IFAD Programme Implementation Unit (CPIU IFAD) was created in 2000 year by the Government of Moldova to implement the rural and agricultural development programmes funded by the International Fund for Agricultural Development, based in Rome, Italy. The Consultant, under the direct supervision of CPIU IFAD Infrastructure Specialist and will be responsible for the design, implementation and impact assessment of infrastructure development activities, a key component within IFAD programme in Moldova.

The CPIU IFAD will recruit a national consultant, with a background in engineering, civil constructions, road construction, irrigation infrastructure, rainwater-harvesting infrastructure, with experience in implementation of international projects.

### Duties and Responsibilities

- Co-manage the RRP infrastructure component for road construction in accordance with project design documents, ensuring budget realisation as per approved Annual work plans, and coordinate all technical assistance infrastructure development activities;
- Participate on development of Annual Work Plans and Budgets(AWPB), progress reports, analytic reports; management reports; development of Project Implementation Manual(PIM) for the infrastructure component and if required drafting amendments to the PIMs.
- Develop ToR, Bill of quantities and other bidding documents for procurement of civil works, goods and consulting services for infrastructure component;
- Participating in the process of selection of consultants and civil work construction companies, keeping personally strong quality control on provided services.
- Provide advisory support as required to the project beneficiaries;
- Oversee and deliver regular dissemination information on infrastructure component activities, sharing, and networking among stakeholders' communities (from local to national levels);
- Prepare terms and conditions for matching grant applications and ensure publication in local mass media. Lead the awareness and promotion of component activities, participation on selection process of grant applications through desk and field review and final scoring by an Evaluation Committee;
- Verify volume and quality of works and services provided by experts, service providers, review and approve reports, protocols of services completions, sign Minute-notes(Certificates) for payments of consultants, services providers and

building companies contracted for implementation of activities within managed component;

- Organize and participate on component-related meetings, conferences and workshops;
- Develop of the awareness materials/publications and the guidelines on best practices produced through the component;
- Provide support and guidance for the gathering of data and information needed to undertake an effective monitoring and evaluation of all the activities included in the component;
- Draft framework agreements, contracts and coordinate linkage with main partners and stakeholders involved in infrastructure development;
- Provide instructions to consultants and contractors hired by CPIU IFAD to participate on civil works on infrastructure financed by the project.
- Assist the other CPIU departments in day-to-day activities related to integration of infrastructure development activities with other IFAD programme components.
- Respect the confidentiality of information as may be deemed necessary by CPIU IFAD, partners, and informants.
- Report to the Infrastructure Development Specialist and Project Manager, promptly and in writing, matters that may affect the conduct of the works and quality and timely submission of the reports and/or other deliverables.
- Attend meetings as may be arranged by CPIU IFAD, particularly concerning the review of deliverables and presentation of findings.
- Assessing the sustainability and environmental impact of projects; and ensuring projects run smoothly and structures are completed within budget and on time.

### **Competencies**

- Works collaboratively with colleagues to achieve component objectives and goal;
- Ability to build strong client relations;
- Identifies priority activities and assignments; adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Monitors and adjusts plans and actions as necessary;
- Very good document drafting and writing abilities, including in the presentation of analysis or research;
- Good communication skills, including in workshop and facilitation settings.
- Strong knowledge of computer management skills,

### **Required Skills and Experience**

#### **Minimum eligibility criteria:**

- Licensed civil engineer; University or Bachelor's degree in civil engineering, advanced studies an advantage.
- At least 1 year of relevant professional experience, in civil works, design and construction of small-scale community infrastructure(roads, irrigation infrastructure, or other type of rural infrastructure.
- Professional experience within the internationally financed projects.

**Job Requirements & Experience:** The candidate should have following experience, skills and knowledge mix:

- a strong background and good knowledge of civil engineering, construction,
- strong communication skills, especially written communications; group facilitation skills;
- fluent written and spoken English, Romanian and Russian;
- creative and pragmatic approach to problem solving;
- well-organised and well oriented to details;
- ability to work in multinational environment and with multiple external parties.
- suitable experience in building construction and project management and previous experience in conducting reviews and evaluations of infrastructure projects.
- good analytical skills, an ability to communicate with project beneficiaries, partners for project implementation, to manage committees, gather and interpret data and information and write constructive, informative reports.
- substantive knowledge on appropriate methods of implementation by community based construction and activity implemented through government systems.
- Working experience with MS word, MS excel, Auto CAD 3D, ETABS of latest version; Experience with infrastructure climate smart design will be an added advantage.

#### **Selection method**

Consultant will be selected in accordance with the CQS selection method. The consultant will be invited to provide Technical and Financial offers.

#### **Contract duration**

Consultant will be offered with fixed-term contract for consulting services based on 40-hour weekly work program and concluded in line with national labor legislation. It is expected to commence services initially for one year, with 3 month probation period. The assignment is likely to be extended depending upon satisfactory performance of the outputs envisaged in the TORs.