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***Terms of reference***

Individual Consultant

for the position of

Infrastructure Project Development Engineer

**Ref No: 33/24 TRTP**

**Date: 07-05-2024**

**Terms of Reference (TOR)**

**Individual Consultant for the position of Infrastructure Project Development Engineer**

**1. Client**

The client for the services requested under the Terms of Reference (ToR) is the IFAD Consolidated Programme Implementation Unit (IFAD CIIU).

**2. Context of the country**

IFAD Programme components are implemented in accordance with procedures established and approved by IFAD in agreement with the Government of the Republic of Moldova. The Consolidated Unit for the Implementation of IFAD Programmes (UCIP IFAD) was created in 2000 by a Decision of the Government of the Republic of Moldova and is responsible for the administration, implementation and monitoring of IFAD Programme activities, as well as the coordination of activities with the institutions and organizations participating in the implementation of the Programmes. The activities under the Programmes are implemented by UCIP IFAD in collaboration and/or through accredited service providers and partner financial institutions, depending on the specific activities implemented.

**3. Context of the project**

Talent Retention for Rural Transformation Project (TRTP) was launched in 2021 with an implementation period of 6 years. The project aims to stimulate large-scale rural economic growth and reduce poverty through complementary investments.

The project aims to enable the rural poor, especially young people, women and small farmers, to increase their productive capacity, resilience to economic, environmental and climate risks and ensure their access to markets.

The climate resilient infrastructure sub-component is designed to support investment in productive rural infrastructure, resilient rural economic transformation by removing bottlenecks and strengthening small farmers (up to 50 ha) and rural businesses by promoting the implementation of climate smart technologies. Eligible types of infrastructure under this sub-component will include investments in public infrastructure such as irrigation infrastructure (small-scale irrigation systems and water storage ponds for irrigation) and village access roads (linking the village to production areas and households).

**4. Context of the Task/Activities**

Under this tender UCIP IFAD will recruit a qualified consultant in one of the following fields: hydro - technical construction, irrigation/environmental, engineering/water supply, sewerage, etc.

The infrastructure component of the IFAD Programmes implemented in the Republic of Moldova is of major importance, thus the consultant to be contracted will provide support services in the implementation of the infrastructure component activities according to the Financing Agreement, the IFAD Programme Implementation Manual and in accordance with IFAD and UCIP IFAD policies and regulations.

**5. General and specific objectives**

**Among the general objectives of this position, the following are listed:**

1) Ensure the promotion of irrigation infrastructure development products for smallholder farmers, including office and field advisory support;

2) Ensuring the selection process of potential beneficiaries (LPAs and producer groups) - analysis of the documents submitted in the competition, field visit, recruitment of experts if necessary, preparation of the documentation for the approval committee;

3) Ensure the identification and selection process of: design company, technical responsible and executing company;

4) Ensuring the whole process of implementation (realisation) of approved projects;

5) Training of interpersonal skills in the work process (team spirit, communication and interpersonal skills, awareness of the importance of work quality and timely completion of activities).

**Specific objectives within this position include:**

1) Identify the main problems that delay the identification of new grant recipients, create and strengthen client groups and identify innovative ways of promotion other than those practiced by the institution;

2) Identify the main problems delaying the selection of contractors and technical managers for infrastructure objects, as reported by the institution's employees;

3) Identification and analysis of the tender evaluation process (purpose of evaluation, team involved and indicators used);

4) Drafting of responses and administrative operations characteristic of different types of applicants: clarifications, reports, evaluations, requests, analyses, etc.;

5) Identify actions that would improve the quality of the environment, applicable through the lens of the infrastructure objects financed by UCIP IFAD.

**6. Objectives of the Task/Activities**

The consultant will be involved in the activities carried out by UCIP IFAD in the field of construction of infrastructure projects in general but not limited to engineering matters such as: assistance to beneficiaries, preparation of correspondence documents with beneficiaries of infrastructure projects, verification of project documentation, cost estimates, verification of work volumes, preparation of tender documents, archiving of documents, and other tasks directly related to infrastructure projects financed from IFAD Programme sources.

**7. Field of activity**

The consultant will provide daily advisory assistance and will participate directly in the drafting, verification, approval of documents related to the working procedures for the implementation of the infrastructure component of ongoing projects at UCIP IFAD.

In order to achieve the objectives of the task set the consultant will have the following key duties and activities, but not limited to:

1. Co-manage the infrastructure component of IFAD projects for the construction of roads, irrigation systems and water reservoirs in accordance with the execution projects, ensuring the implementation of the budget according to the approved annual work plan and coordination of technical assistance activities in rural public infrastructure development;
2. Participate in the preparation of progress reports, analytical reports; management reports; if necessary, drafting amendments to the Project Implementation Manual (PIM) for the infrastructure component;
3. Preparation of Terms of Reference (ToR), Bill of Quantities/Tender Documents and other tender documents for the procurement of civil works, goods and consultancy services for the infrastructure component;
4. Participating in the selection process of consultants and civil works construction companies, keeping personally a strong quality control on the services provided;
5. Organising and participating in committee meetings, conferences and workshops related to the infrastructure component;
6. Drawing up the minutes of the meetings of the evaluation and selection committees of UCIP IFAD;
7. Provide assistance and support to project beneficiaries by drafting the requested clarifications in written form;
8. Verification of project documentation submitted by beneficiaries;
9. Preparation of articles for publication and media coverage of the ongoing activities of the infrastructure component;
10. Verify the volume and quality of work and services provided by experts, service providers, construction companies and technical managers and their monthly reports. Review and approve the minutes of completion and/or completion of works/services, endorse the fulfilment acts/minutes for payments to be made to consultants, service providers and construction companies contracted to implement activities under the managed component;
11. Monitoring of contracts with construction companies, both the quality of work and deadlines including visits to construction sites;
12. Carry out a market survey and identify bona fide construction companies in the field of road construction, irrigation systems and rehabilitation of reservoirs for irrigation with the support of the builders' organizations;
13. Preparation of the grant agreement on the transfer of the infrastructure object to the balance of municipalities;
14. Assist in data collection and processing for monitoring and evaluation of impact results for the infrastructure component;
15. Preparation of contracts when hiring service providers and contractors for the execution of works and provision of services within the infrastructure component;
16. Provide specialised assistance to other UCIP IFAD departments in the day-to-day implementation of activities related to the infrastructure component;
17. Exercise of other duties and powers falling under the functions of Consultant Engineer in Infrastructure Project Development as well as other duties and powers to be assigned from time to time by the UCIP IFAD Director or Infrastructure Development Specialist.

**8. Capacity building and transfer of knowledge**

The consultant will provide the services with all perseverance and effectiveness, in accordance with the rules and practices in force and professional quality standards.

Throughout the duration of the contract, the consultant will demonstrate maximum commitment to the activities assigned and will identify ways of improving and developing the working procedures by applying all the theoretical and practical knowledge at its disposal.

**9. Reports and timetable of results**

The Consultant Infrastructure Project Development Engineer will report to the UCIP IFAD Infrastructure Project Development Specialist. His/her performance will be reviewed at the end of the probationary period (three calendar months) as well as at the end of the contract with UCIP IFAD.

**10. Consultant's qualifications and experience**

*The minimum eligibility criteria* for the position of UCIP IFAD Infrastructure Project Development Consultant Engineer are as follows:

* Bachelor’s degree in one of the following fields:
* Hydrotechnical constructions;
* Environmental engineering;
* Water supply and sewerage.
* Master's degree in hydro-engineering/hydro-improvement, will be an advantage. Management of sanitary engineering systems and environmental protection;
* At least 5 years of relevant professional experience in construction work, design/planning, supervision and construction of small-scale infrastructure development (roads, irrigation infrastructure).

*Requirements and experience,* candidates for the position of Consulting Engineer in Infrastructure Project Development should have the following experience, skills and background:

* Experience and knowledge in engineering construction;
* Strong communication skills, especially written communication, teamwork skills;
* Fluency in written and spoken English, Russian and Romanian;
* Creative and pragmatic approach to problem solving;
* Organised and detail-oriented;
* Ability to work in a multinational and multi-stakeholder external environment;
* Similar experience in project management and coordination/monitoring of infrastructure projects;
* Analytical skills, ability to communicate with project beneficiaries, project implementation partners, to manage committee meetings. Ability to collect and interpret data and information and write constructive, informative reports;
* Experience in the design of infrastructure objects for irrigation, water supply or roads and bridges or experience in technical supervision of the construction of infrastructure objects;
* Basic knowledge of project implementation methods with foreign funding sources;
* Experience working with MS Word, MS Excel, Auto CAD 3D, ETABS of the latest version.
* Experience in designing infrastructure taking into account climate aspects will be an added advantage.
* Knowledge of the collision and deficiency situations of the engineering field, i.e. civil construction, road repair/rehabilitation and last but not least the construction of irrigation systems and the rehabilitation of reservoirs for irrigation;
* Demonstrate the ability to analyse, synthesise and apply engineering knowledge in practice;
* Interpretation of technical rules in practice;
* Ability to organize and systematize information and to organize in practice the working and completed files.

**Key criteria for the shortlist:**

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|  | **Evaluation Criteria for shortlisting** | **scoring** |
| **1** | **General qualifications and experience:**   * Bachelor's degree or equivalent in one of the following fields; irrigation/ water supply and sewerage/environmental engineering, agricultural engineering, construction, architecture or other related relevant area. * Technical/professional qualification as a designer/technical manager/site manager in the subject area – irrigation would be considered an advantage; | **25**  20  5 |
| **2** | **Specific experience as an independent expert:**   * *Minimum 5 years of professional experience in the field of* irrigation/ water supply and sewerage/environmental engineering, agricultural engineering, construction, architecture or other related relevant area * *Management of infrastructure projects such as construction of irrigation systems, lakes/reservoirs (number of years of activity) would be considered an advantage.* * *Experience in the design of infrastructure objects for irrigation, water supply or experience in technical supervision of the construction of infrastructure objects would be considered an advantage;* | **25**  15  5  5 |
| **3** | **Skills:**   * *Mandatory knowledge of Romanian (4 pts), Russian (3 pts); Knowledge of English would be considered and advantage (3 pts).* * *Digital computer skills (World, Excel, power point etc.)* | **15**  10  5 |
| **4** | **Competences demonstrated at interview (for candidates who obtain at least 40 points for criteria 1, 2 and 3 above):**   * Theoretical and practical knowledge in the required area of expertise * Ability to analyse, synthesize and apply information in practice in the fields of civil construction, road construction, engineering construction, water engineering. * Knowledge of national standards and construction inspection practices. * Good communication skills | **35**  10  10  10  **5** |
|  | **TOTAL** | **100** |

The consultant will be selected in accordance with the ICS procurement method set out in the Procurement Manual for IFAD Programmes, which can be accessed via the IFAD website at <https://www.ifad.org/documents>. The consultant ranked first in the shortlist will be invited within a reasonable time to submit a technical and financial proposal which will be evaluated and negotiated. The minimum pass mark for the shortlist is 70 points.

**11. Place and period of execution**

The consultant will be provided with an employment and service contract until 31 March 2027 or until the completion of the TRTP/IFAD VIII project, with a probationary period of one month based on a 40-hour working week at the Consolidated Unit for the Implementation of IFAD Programmes located in Chisinau, Bd. Ștefan cel Mare și Sfânt 162, et.13, bir. 1310.

**12. Project coordination**

Coordination and approval of the consultant's activities will be carried out by the Infrastructure Project Development Specialist of UCIP IFAD.

**13. Services and facilities to be provided by both parties**

The consultant will work in strict accordance with the activities in this ToR and in close collaboration with the Infrastructure Project Development Specialist, component colleagues and other departments within UCIP IFAD.