

TERMS OF REFERENCES

Job title: Technical consultant, with responsibilities of technical supervisor

Reference to the project: LEADER approach for rural prosperity in Moldova

Contract type: Individual Contract

Period of assignment: July, 2020 – July, 2021

1. BACKGROUND

The Project is implemented by the Solidarity Fund PL in Moldova and National LEADER Network in the Republic of Moldova being financed by the European Union and co-financed by the Polish Aid. The Strategic partner is the Ministry of Agriculture Regional Development and Environment.

The Project aim is to contribute to creation of a supportive environment for further functioning of the LEADER approach which ensures sustainable development and modernization of Moldovan rural areas.

Our goals:

- To improve the living conditions and increase the attractiveness of rural areas through implementation of the Local Development Strategies (LDSs) and empowering the Local Action Groups (LAGs) as community-led local development actors;
- To strengthen the capacities of LAGs through increasing the role of the National LEADER Network in providing technical assistance and mentoring for LAGs, as well as in stimulating innovative solutions for rural development;
- To ensure a dialogue with the national stakeholders on designing, implementing and monitoring rural development policies;
- To ensure visibility and experience exchange of the implementation of the EU-LEADER approach in Moldova at both national and international levels;
- To create role-models of managing innovative instruments for sustainable rural development by LAGs.

Financial instruments for 2020:

- EU-LEADER Rural Development Fund will finance LAGs for the implementation of LDSs with a budget of approx. 40.000,00 EUR per grant, for max. 12 months. Total budget: 800.000,00 EUR;
- EU-LEADER Flagship Initiatives will finance flagship rural development projects based on LEADER principles to be implemented by local rural stakeholders – with a budget of approx. 25,000 EUR per project, for max. 12 months. Total budget: 200.000,00 EUR;
- LEADER Partnership Fund will finance partnership initiatives and projects aimed at experience sharing among LAGs and common local and regional initiatives, including participation of Moldovan LAGs in transnational LEADER projects. Total budget: 40.000,00 EUR.

2. THE PURPOSE OF THE SERVICES

The purpose of the consultancy is to support LEADER approach for rural prosperity in Moldova project implementation team and supported beneficiaries (up to 12 within the EU-LEADER Flagship Initiatives Fund and up to 23 LAGs within EU-LEADER Rural Development Fund). The technical consultant will provide quality technical assistance and build capacities among beneficiaries, in technical evaluation, preparation of small infrastructure projects for investments, ensuring the compliance of projects with the national normative framework, thus ensuring cost effective capital investment and efficient use of resources. On the pre-contractual phase with the 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 project.

The Consultant is expected to closely monitor the progress of works and supervise small and medium scale infrastructure sites and civil works within the selected projects in accordance with the contract

requirements and the legislation of the Republic of Moldova. The consultant will also support the project beneficiaries 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, heat energy, water, sanitation or architecture, and/or other relevant area;
- Work experience: at least 5 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 related to the construction works;
- Experience within community development programs is an 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 fluently with different stakeholders (civil society, government authorities, local communities, project staff).
- Driving license category B and availability of travel with own car.

4. KEY ACTIVITIES AND EXPECTED OUTPUTS

The main roles of the technical consultant is to assist project’s beneficiaries in: (i) evaluation of the technical aspects of proposed small and medium 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 monitor that each project beneficiary ensures that all documentation, authorizations and permits are timely obtained and recorded, during the whole cycle of the project implementation... 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:

	Stages	Activities
1	First field visits to the project site and final appraisal of project proposal	1. Get familiarized with project proposals and demanded civil works; 2. Conduct field visit to each project that requires technical consultancy (if applicable to join several projects in one day). Activities to be done: project’s technical feasibility and sustainability, cost efficiency; and accuracy of presented costs and budget;

		<p>3. Beneficiary's capacity to organize daily supervision of site and ensure high quality works;</p> <p>4. Prepare a short report that contain the summary of the visits, recommendations for each project and next steps of work.</p>
2	Supervision of ongoing and completed works	<p>1. Continuously monitor and provide technical assistance to each project;</p> <p>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;</p> <p>3. Ensure that the works' performance documentation is fully completed, during the construction phase and on time provided;</p> <p>4. Collaborate with the local supervisors - engineers assigned as by the projects' beneficiaries for daily supervision of works, in order to identify and solve various issues appeared on the construction site (if applicable);</p> <p>5. Collect works performance reports and verify their conformity;</p> <p>6. Monitor and ensure that the works completion schedules and timeframes are respected by the contracted companies;</p> <p>7. Regularly report to Project coordinators from Solidarity Fund PL in Moldova, and other implementation partners (Action Consortium) on the progress of works on the sites;</p> <p>8. Ensure the works are performed in compliance with the national legislation and applicable standards in construction.</p>

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

The expected **outputs** are as follows:

No	Deliverables	Quantity
1	First assessment of all selected projects and assessment of the applications feasibility from perspective of technical, financial, ecological, timeframe and official authorizations compliance	1 report
2	Field assessment report, including technical feasibility report developed. Provide one report on completed works) for each project certifying progress and completeness of works for up to 12 projects within the EU-LEADER Flagship Initiatives Fund and 23 LAGs within EU-LEADER Rural Development Fund, submitted to Project coordinators from Solidarity Fund PL in Moldova.	1 report

5. APPLICATION PROCEDURE

Application shall be sent by e-mail to hr@solidarityfund.md, with subject line – Technical consultant EU-LEADER, not later than **July 21, 2020**, and shall contain:

- CV in English;
- Price offer