



## TERMS OF REFERENCES

### Technical Expert

**Job title:** Technical expert(s)

**Organization:** Solidarity Fund PL in Moldova

**Reference project:** Moldova Rural LEADER Project

**Type of the contract:** Service contract

**Period of the contract:** Aug 2021 – Dec 2022

**Deadline for applications:** 16<sup>th</sup> of August 2021

### CONTEXT

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

The Project aims to contribute, in cooperation with Local Action Groups (LAGs), to rural development in the country by improving the competitiveness and living conditions in rural communities and consolidating capacities of the LEADER approach implementation in the country.

#### *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 2021:*

- EU-LEADER Rural Development Fund 2.0 will finance 28 LAGs for the implementation of LDSs with a total budget of approx. 20.000.000,00 MDL;
- EU-LEADER Inception Fund focused on creation of 16 new LAGs and transition of the LEADER methodology to the National LEADER Network;
- EU-LEADER Innovators Fund aiming at piloting innovative instruments for local development to be implemented through LAGs;

### THE PURPOSE OF THE SERVICES

The purpose of the consultancy is to support Moldova Rural LEADER Project implementation team and supported beneficiaries.

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 relevant legislation of the Republic of Moldova. The consultant will also support the project beneficiaries in the process of accepting the final work, if applicable.

## TASKS AND RESPONSIBILITIES

- Evaluates the projects incipient phase in terms of feasibility
- Based on the research and assessment results, identify potential problematic challenges regarding interventions and propose solutions to avoid or minimize the identified risks, specifically for construction of new buildings/objects, extension, reconstruction, modernization, reshaping, conservation, demolition or liquidation of some buildings/objects;
- Elaborating a document for each beneficiary with clear recommendations/instructions for ensuring technical sustainability in all the activities (to be used by the projects coordinators and beneficiaries);
- Providing professional guidance and consultancy for beneficiaries that require it;
- Monitoring and post-implementation evaluation of the projects in terms of compliance with the issued recommendations and instructions;
- Providing technical supervision services for beneficiaries that require it.

### Key activities and expected outputs

- The main role 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 the appraisal of project proposals	<ol style="list-style-type: none"> <li>1. Get familiarized with project proposals and demanded civil works;</li> <li>2. Conduct field visits 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;</li> <li>3. Evaluate beneficiary’s capacity to organize daily supervision of site and ensure high quality works;</li> <li>4. Prepare a short report for each project that contains the summary of the visits, recommendations and next steps of work.</li> </ol>
2	Supervision of ongoing and completed works	<ol style="list-style-type: none"> <li>1. Continuously monitor and provide technical assistance to each project;</li> <li>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;</li> <li>3. Ensure that the works’ performance documentation is fully completed, during the construction phase and on time provided;</li> <li>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);</li> <li>5. Collect works performance reports and verify their conformity;</li> </ol>

		<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>
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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.

#### **BENEFITS OF THE ROLE:**

- Competitive salary (incl. tax coverage);
- Flexibility to organise the activities;
- Excellent opportunity to learn and develop professional abilities in a dynamic and diverse environment;
- Possibility to extend the contract or to join other activities of Solidarity Fund PL in Moldova.

#### **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 would be an advantage.

## SELECTION PROCESS

The submitted applications will be assessed within a 2-stages evaluation process:

### Stage 1: Compliance Check

At this stage, a *review* of formal requirements will be conducted. It includes screening of the application on the basis of ToR and checking the completion of all application components (CV, Salary requirements). The Administrative check is executed by the Evaluation Team Leader.

### Stage 2: Evaluation of the full Application

A team of minimum 3 evaluators will carry out the assessment of the application's components against the criteria included in the Evaluation Form.

The criteria for selection process are following:

- Relevant background including the minimum professional qualifications and skills listed above (highest possible score – 60);
- Reasonable price (highest possible score – 40).

Assessment under the criterion „price” will be based on the following formula:

$P = P_{min} / P_{of} \times 30$  points, where:

$P_{min}$  - the lowest proposed price

$P_{of}$  – price presented in the examined offer

$P$  – the number of points awarded to the examined offer under the price criterion, rounded to the full number.

Each evaluation team member will conduct the evaluation individually. After the assessment, the average score obtained by each candidate will be calculated. The candidates who will accumulate the minimum required score for admission to the next stage, will be invited to the interview.

## APPLICATION PROCEDURE

Application shall be sent by e-mail to [hr@solidarityfund.md](mailto:hr@solidarityfund.md), with the subject line “Technical Expert”, not later than **16<sup>th</sup> of August 2021, 09:00 a.m. EEST time** and shall contain:

- CV in Europass format;
- An intent letter (of 500 words max.), in which you will briefly describe your relevant experience, as well as your motivation to have this job;
- Salary requirements.

In case of questions, please contact our representative at the following email [anatolie.pirlii@solidarityfund.md](mailto:anatolie.pirlii@solidarityfund.md).

*\* Only selected candidates will be invited to the interview.*

*\* The personal data will be processed by Solidarity Fund PL for the employment purposes only. The data will not be sent to third parties without the preliminary agreement of the persons that entrusted us with their data.*