



Annex-1

TERMS OF REFERENCE

INTERNATIONAL CONSULTANT – CIVIL ENGINEER

1. BACKGROUND

UNDP has been working in Libya since 1976. Over the years we have re-aligned our support to meet emerging priorities in the country. Since the outbreak of conflict in 2014 and the deteriorating humanitarian situation, we continue to support Libya's transition to an inclusive political agreement, accountable governance, stabilization, economic recovery and resilience.

UNDP aims to support Libya's transition to an inclusive political agreement through urgent rehabilitation of key public services, expansion of dialogue between different stakeholders, support to constitutional processes underway and national and local capacity building to be able to address the urgent needs of citizens. In Libya UNDP partners with various government actors, non-governmental organizations, civil societies, the private sector, UN agencies and other organization.

2. RESPONSIBILITIES:

The consultant will work under the overall supervision of UNDP Operations Manager and will conduct or assist in some or all of the following during the course of his/her duties:

- Assist UNDP projects through assessment of identified critical/crucial infrastructure in selected locations;
- Develop and review scope of works, expression of interest, bill of quantities, technical specifications, and other required procurement documents for the public works to be undertaken;
- Assist and provide input to field engineers in preparation of BOQs and verify the BOQs before initiating the procurement processes;
- Provide inputs during the tender and award processes especially in the pre-tendering meetings with contractors and as a member of the Tender Evaluation Committee;
- Provide input in addressing the CAP/RCAP questions related to submitted bids if and when required;
- Support project team in verifying the Variation orders VO (if any);
- Review and verify/certify the payment request submitted by the contractors before submitting to payment;
- Monitor day-to-day progress of project activities and promptly report any abnormality or risks to the respective UNDP project manager;
- Follow up and oversee of rehabilitation civil, electrical and mechanical works at site preparation and execution of the works against the provided approved sketch and bill of quantities within the set time frame;
- Conduct Inspection of rehabilitation works not limited to inspection of materials, equipment's to be installed;
- Support field coordinators and engineers in checking materials received at construction/renovation sites against damages, missing parts and appropriate ratings; ensuring that the materials/equipment provided by the Contractor meets UNDP requirement and standards;
- Check and certify substantial construction progress/ completion and the corresponding payments. Advice UNDP to withhold payment for any work which has been rejected or any work which is not in compliance with the contract documents;
- Certify/Issue certificates of Substantial Completion in coordination with UNDP and the contractor;
- Any other duties and responsibilities as may be assigned by the OM, UNDP Libya

III. Duration of Assignment



06 months, with possibility of extension for additional period as required

IV. Deliverables

Payment will be based on approval and submission of monthly progress report based on the TOR and below deliverables:

- Develop and review scope of works, expression of interest, bill of quantities, technical specifications, and other required procurement actions;
- Support in reviewing and verifying the BOQ already prepared by the respective technical departments;
- Oversee ongoing construction activities in Libya in coordination with field civil engineers;
- Support construction Inspection including inspection of materials, equipment's to be installed;
- Provide Engineers Estimates for all work packages;
- Attend pre-bid conferences;
- Carry out technical bid evaluations review and certification;
- Visit prospective contractors to inspect premises, equipment and authenticity of bid declarations;
- Attend pre-award meetings;
- Prepare all planning spread sheets, estimates, budgetary information and progress reports required by management;
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V. Evaluation Criteria

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical Competencies</u>	70	
Bachelor Degree in Civil Engineering or relevant discipline	10	10
At least 05 years of experience in construction project management, contracts management and site engineering support	20	20
At least 02 years of experience as a civil engineer in the construction industry including buildings, access roads, internal roads, water supply, drainage, sewerage and etc.	15	15
Demonstrable 02 years of experience in design, preparation of Scope of Works and BOQ for complex constructions, including reporting skills in reporting the work progress, financial status of project.	15	15
Experience in handling of tender documents for turnkey contracts, including technical inputs/specifications for the procurement of services using the conditions of international lending/funding agencies	05	05
Previous work experience with UNDP agencies and /or international organizations	05	05
<u>Financial (Lower Offer/Offer*100)</u>	30	
<u>Total Score</u>	Technical score 70 + 30 Financial	

Note

- Applications with **No financial offer or Missing P11 form** will NOT be considered for evaluation;
- Financial proposal should be on provided format (i.e. Annex 3- OFFEROR'S LETTER TO UNDP);
- Incomplete proposals will not be considered.

V. Duty Station

Tunis, Tunisia, with missions to Libya

VI. Eligibility Criteria

- Bachelor Degree in Civil Engineering.
- At least 05 years of experience in construction project management, contracts management and site engineering support;
- At least 02 years of experience as a civil engineer in the construction industry including buildings, access roads, internal roads, water supply, drainage, sewerage and etc;
- Experience in design, preparation of BOQ, cost estimates for civil structures and rehabilitation works;
- Knowledge of international standards for civil works related to buildings;
- Experience in handling of tender documents for turnkey contracts, including technical inputs/specifications for the procurement of services;
- Construction supervision experience of buildings, utility services, schools, power plants, water treatment systems etc;
- Preparation of work progress reports;
- Proven ability to work with multi-disciplinary teams and liaison with authorities;
- Experience in supervising rehabilitation works and managing projects;
- Written and oral communication skill in English is a must and knowledge of Arabic Language is an asset.

VII. Competencies

- Experience in preparation of BOQ, cost estimates for civil structures and rehabilitation works;
- Knowledge of international building standards for civil works;
- Experience in handling of procurement processes;
- Construction supervision experience of buildings, utility services, schools, power plants, water treatment systems etc;
- Experience in preparation of work progress reports;
- Experience in supervising rehabilitation works and managing projects;
- Written and oral communication skill in English is a necessary requirement.