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<b>TERMS OF REFERENCE</b>	
<b>CIVIL ENGINEER FOR CIVIL WORKS WITHIN STATE PRISON SERVICE AND PROBATION SYSTEM</b>	
<b>Project Name and #:</b>	Strengthening Community Resilience and Regional Cooperation for Prevention of Violent Extremism in Central Asia (00110132)
<b>Short title of Assignment:</b>	Civil Engineer - technical supervision
<b>Duty station:</b>	Bishkek, Kyrgyzstan, with visits to construction sites
<b>Type of Contract:</b>	Individual Contractor
<b>Expected Duration of Assignment</b>	February 2019 – February 2020 (240 effective person days)
<b>BACKGROUND</b>	
<p>In February 2018, the Government of Japan allocated grant funding for implementing the project on “Strengthening community resilience and cross-border cooperation for preventing violent extremism in Central Asia”. It targets Kazakhstan, Kyrgyzstan, Tajikistan, and Turkmenistan, and will be spearheaded by UNDP Kazakhstan, which will work closely with the respective UNDP Country Offices and UNDP Istanbul Regional Hub. The Project aims to make a contribution to prevention of violent extremism among young men and women, and its manifestations within Central Asia. The project consists of ‘country-level’ and ‘regional’ level components.</p> <p>In recognition of these growing threats and the root causes of extremism (such as exclusion/deprivation), this multi-country Project aims to target at-risk young women and men (economically active, but socially/politically excluded, socially excluded youth from minority groups, economically vulnerable youth, etc.) and their communities through a set of integrated activities aimed at addressing and minimizing the adverse impacts of exclusion.</p> <p>The country-level activities will target urban and peri-urban districts struggling with increased trends of radicalization. The Project’s priority is to address social and economic exclusion experienced among at-risk youth of the target areas by providing specific groups of women and men with tailored ‘decent’ employment/entrepreneurship support and on-demand skills development activities. Employment interventions will be combined with the provision of formal and informal social support platforms, networks and counselling services, which could equip the youth networks and individuals to withstand the pull factors of extremism, develop and spread ‘positive’ narratives, utilizing modern communication technologies and face-to-face engagements. The Project will priorities a group rather than an individualized approach so that various at-risk youth may benefit from close engagements and participation at both country and regional levels, and thus be presented with opportunities to form long-lasting peer-to-peer support systems.</p> <p>Based on this goal UNDP is going to support establishment of Youth Centers in 9 target communities.</p> <p>In this regard, UNDP hires Civil Engineer (hereinafter as to expert) to assist in development of appropriate design/engineering set of documents and technical supervision over construction works.</p>	
<b>OBJECTIVE</b>	
To assist in development of appropriate design/engineering set of documents, evaluation the technical part of tender applications, and technical supervision over construction works.	
<b>SCOPE OF WORK</b>	
<p>Expert is expected to perform the following tasks (but not limited to only):</p> <ol style="list-style-type: none"> <li>1. Conduct field trips to 9 target communities to provide technical assessment for development of Bill of Quantities for selected objects (potential Youth Centers).</li> <li>2. Provide developed design documentations for the construction objects (technical requirements, parameters and other assistance for the procurement team).</li> <li>3. Provide assistance in evaluating the technical part of tender applications of potential suppliers and selection of the contractors.</li> </ol>	

4. Technical supervision during the implementation of construction works.
5. Assistance in the commissioning of the constructions works/objects into operation.

*Note: each construction object should have facilities/conditions to access for persons with disabilities.*

**Construction objects:**

1. Karabalta city
2. Balykchy city
3. Kochkor municipality
4. Karabura municipality
5. Bazar-Korgon municipality
6. Suzak municipality
7. Chekabad municipality
8. Nariman municipality
9. Isfana city

**DELIVARABLES**

Expected Outputs	Estimated duration to complete	Payment structure
1. Design documentations for 9 construction objects (technical requirements and expected construction parameters). Based on site visits.	Within 2 months after contract signing	20%
1. Provided evaluation reports for 9 sites for the technical part of tender applications of potential suppliers and selection of the contractors.	Within 6 months after contract signing	40%
1. At least 9 technical supervision reports provided during the implementation of construction works.	Within 9 months after contract signing	20%
1. At least 9 technical reports provided based on completion of construction works (including acts on the commissioning of the constructions works/objects into operation).	Within 12 months after contract signing	20%

**REPORTING REQUIREMENTS**

Accountability and reporting:

1. Expert shall fulfill the assignments under direct supervision of Peace Advisor of UNDP (hereinafter UNDP Programme).
2. Upon completion of the work under every stage above, the expert shall submit products/deliverables for approval by the UNDP Program, based on which the installment is paid in accordance with "Expected Results" section.
3. Structure of interim and final reports are to be defined in coordination with UNDP Programme.
4. Expert will have to submit reports and other requested information to UNDP Programme if needs and fulfill his/her assignments in accordance with Implementation schedule.
5. Products developed under this Terms of Reference will be accessible to other interested parties through coordination with UNDP Programme.

Terms of payment

1. Payments will be disbursed as per installments in accordance with "Final Deliverables" section and submission & approval of respective products/deliverables.
2. Upon completion of this Terms of Reference, Expert submits the final report for approval of UNDP Programme, on the basis of which the final payment will be disbursed.

Place of work:

Bishkek, Kyrgyzstan with travel to regions, specified under 'Travel Requirements'

**QUALIFICATION AND COMPETENCY REQUIREMENTS**

- Minimum Bachelor's degree or equivalent in architecture or civil engineering;
- Professional experience in the field of design estimate development or civil engineering works;
- Valid certificates for Engineering services (Инжиниринговые услуги) is mandatory. Design Engineer (Инженер-конструктор) and Cost engineer (Инженер-сметчик) are assets;
- Excellent knowledge of Russian language. Knowledge of English and Kyrgyz are an asset.

**ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTOR**

Recommended contractors over 65 years of age and who are required to travel should undergo a full medical examination including x-rays and obtaining medical clearance from an UN approved Doctor prior to taking up their assignment at their own expenses.

Contracted Consultants are required to have vaccinations/inoculations at their own expense when traveling to certain countries, as designated by the UN Medical Director. A copy of the list should be provided to the subscriber prior to signing the agreement so that his/her personal physician can attest to the required vaccinations/inoculations have been performed, as part of the certification described above.

#### TRAVEL REQUIREMENTS

Target sites	# of visits and overnights
<ol style="list-style-type: none"> <li>1. Karabalta city, Chui oblast</li> <li>2. Balykchy city, Issyk-kul oblast</li> <li>3. Kochkor municipality, Naryn oblast</li> <li>4. Karabura municipality, Talas oblast</li> <li>5. Bazar-Korgon municipality, Jalalabad oblast</li> <li>6. Suzak municipality, Jalalabad oblast</li> <li>7. Chekabad municipality, Osh oblast</li> <li>8. Nariman municipality, Osh oblast</li> <li>9. Isfana city, Batken oblast</li> </ol>	4 visits/3 overnights per each location

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

#### SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

##### Contracts based on lump-sum

The financial proposal shall specify instalments and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of each of the five instalments' amounts.

**Preferred Currency of Offer:** United State Dollars (USD)

For local contractors in Kyrgyzstan UNDP shall effect the payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is

available for public from the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

#### Security clearance

The Expert should undertake the Security Test (BSAFE) course prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer.

#### UNDP INPUT

UNDP will provide:

1. Project documentation and information;
2. Contacts.

Security charges are not applicable.