

ANNEX 1- TERMS OF REFERENCE

SELECTION OF 3 NATIONAL CONSULTANTS – CIVIL ENGINEER under Long Term Agreement (LTA)

1- BACKGROUND

Under the guidance and supervision of the Project Manager and the in-house Civil Engineer, the consultants when needed will provide technical input about civil works contracts throughout the duration of the procurement process. The Civil Engineers will provide technical assistance and advisory support services, including the review of existing documentation related to the civil works, evaluate associated risks, assess the compliancy with construction codes and local laws related to the civil works and construction, produce, revise technical drawings, prepare, revise Bill of Quantities (BoQ) and Cost estimates and other available documentation. The Civil Engineers are expected to carry out of civil works procurement processes and thus should be fully familiar with UN/UNDP procurement rules, carry-out an assessment of construction requirements in a specific areas, assist and/or provide preliminary data for engineering design/drawings as appropriate, support preparation of the technical documentation as regard to bidding process; take part in the evaluation of the bidding and preparation of bidding evaluation Report, etc. The Civil Engineers also work in collaboration with other project engineers and puts in place appropriate quality assurance and quality control systems directed towards continuous assurance of quality during the civil works construction process and independently verifies that all works are executed according to contract specifications and requirements.

2- RESPONSIBILITIES

The consultants will work under the overall supervision of the Project Manager and the in-house Civil Engineer and will conduct or assist in some or all the following during his/her duties:

- Structural & architectural designs of all structures, such as basements, Buildings, retaining walls, warehouses, camp layouts, septic tanks & soak pits, workshops & shades etc.
- Drafting of specifications for civil engineering works & other similar works;
- Prepare draft of BOQs and Internal cost estimate before initiating the procurement processes
- Worked on different types of construction contracts and contract management & administration;
- On-site management of contractors, supervision & project monitoring etc.;
- Track project costs and prepare reports accordingly;
- Prepare weekly and monthly reports;
- Conduct Inspection of rehabilitation works not limited to inspection of materials, equipment's to be installed;

- 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
- Review and verify/certify the payment request submitted by the contractors before submitting to payment
- Preparation of work progress reports
- Perform other duties related to civil construction works

3- DELIVERABLES

Payment will be based will based on deliverables agreed at the signature of the Individual Contract

Duration of contract: See IC Notice

Technical Evaluation Criteria

<i>Criteria</i>	<i>Max. Point</i>
<u>Technical Competencies</u>	
First degree/master's Degree in civil engineering or relevant discipline	10
A minimum of 5 to 7 years' experience in Civil Engineering works	20
At least 3 years involvement in the procurement of civil works contracts	30
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
Experience in handling of tender documents for constructions works, including technical inputs/specifications for the procurement of services using the conditions of international lending/funding agencies	10
Previous work experience with UNDP or UN agencies and /or international organizations	15
TOTAL	100

Duty Station: Monrovia, Liberia with possibility of travel in the counties

Eligibility Criteria

Education:

- First degree/master's degree in civil engineering or related discipline from a recognized university

Experience:

- A minimum of 5 to 7 years' experience in Civil Engineering works, with at least 3 years involvement in the procurement of civil works contracts
- Familiarity, experience with FIDIC
- Knowledge of procurement, tendering and contracting regulations, requirements of international organizations
- Knowledge and apprehension of common recognized Civil Engineering Contract Conditions
- Advanced knowledge of computers, Microsoft packages, AutoCAD

Language Requirements:

- Written and oral communication skill in English is a necessary requirement.