

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT



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POST TITLE: International Project Water Engineer

AGENCY/PROJECT NAME: Governance Unit, UNDP Timor-Leste
Decentralization of Public Administration Project

PERIOD OF ASSIGNMENT/SERVICES: 3 months (23 September 2019 – 31 December 2019)

COUNTRY OF ASSIGNMENT: Dili, Timor-Leste

STARTING DATE: 23 September 2019

LOCATION: Governance Unit, UNDP and Ministry of State Administration

DUTY STATION: Dili, Timor-Leste
Frequent travel to Municipality of Baucau and Bobonaro

1) BACKGROUND

In response to the commitment of the national government to reach all its citizens with quality public services, the Ministry of State Administration, in line with its policies for the decentralization of public administration, initiated a project "Supporting Decentralization of Public Administration through Effective Delivery of Public Services at Municipal Level" to build the capacities of civil servants within municipalities to effectively deliver public services that are accessible to all. Apart from the increasing role that municipalities will have in delivering these services in the long term, decentralization supports democracy from below by which all inhabitants and local actors actively participate in the decision-making process, reflecting their needs and future aspirations.

In 2010, the National Strategic Development Plan 2011-2030 established the four main objectives relative to decentralized administration: development of the private sector in rural areas; creation of new opportunities for democratic participation; promotion of strong institutions; and establishment of more effective, efficient and equitable provision of public services. To achieve these aims and to contribute to the decentralization of the public administration, a new level of municipal governance was introduced. This required improving the capacities of local administrations through the introduction of processes and procedures of local governance and through the design and execution of capacity building actions mainly in public financial management, planning, and monitoring and evaluation of public programs.

Since then, the government has undergone reform with the present legal framework underpinning the gradual transition of power to the Municipal Administrations and Municipal Authorities. Due to the complexity of the process, the transition was organized in three stages, starting with 'administrative pre-deconcentration' as outlined under 2014 Decree Law No. 04/14 – which entailed the beginning of institutional reform, the creation and approval of the necessary framework and the preparation of local development plans. While the second stage requires additional actions towards administrative decentralization, whereby the national government would apply the approved legislation and a staged delegation of competences to municipalities to deliver public services, the third stage entails full decentralization, including transfer the power, responsibility and duty to the local government structures, in time for local elections to be held.

In 2016, the national government established four Municipal Authorities (Baucau, Bobonaro, Ermera, Dili) and eight Municipal Administrations (Aileu, Ainaro, Cova Lima, Lautem, Liquica, Manatuto, Manufahi, Viqueque) in the country. This was further buttressed in the same year by the adoption of a new Suco Law, which stipulated new roles and responsibilities to Suco councils. In July 2017, three laws concerning the establishment of local government was passed in the National Parliament after years of delay.

Recent developments of legal frameworks are encouraging local elections, this being recognized by the Law on Local Government and the Law on Municipal Elections, approved in 2017. Together with the Law on Territorial and Administrative Division, approved in 2009 and amended in 2017, the legal framework governing the decentralization process will soon be in full effect under the 8th Government.

Through the UNDP ART (Articulation of Territorial Networks) Initiative, this project will establish a multi-level and multi-actor governance framework for the delivery of public services, spearheaded by the municipalities and local communities. The initiation of such a platform, utilizing UNDP's worldwide tools and methodologies to promote territorial development and decentralization, has become key for the local development agenda.

2) OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

The Project Water Engineer will work under the Decentralization Project Manager to manage the delivery of the engineering, procurement & construction of two key water infrastructure projects in the Municipality of Baucau and Municipality of Bobonaro.

The role will focus primarily on two broad areas:

- I. Provide the water engineering control and technical support during implementation of project "Supporting Decentralisation of Public Administration through Effective Delivery of Public Services at Municipal Level";
- II. Offer expertise to support the National Engineers, Municipal Authority, civil servants and other local actors develop the necessary skills to continue the decentralization process post-intervention;

The main responsibilities of the Project Engineer will be as follows:

- I. Lead project implementation in the Municipality of Baucau and Municipality of Bobonaro;
- II. Maintain and apply all relevant standards, policies, guidelines and legislative requirements required to support responsible decision-making and courses of action;
- III. Liaise regularly with the Municipal Authority, community & other stakeholders to provide status and to secure agreement over key decisions related to the implementation phase of the project;
- IV. Engender a visible presence for the United Nation Development Programme in the Municipality of Baucau and the Municipality of Bobonaro;
- V. Behave proactively, anticipating project needs and identifying opportunities;
- VI. Maintain program by monitoring contractor delivery schedule, coordinating activities & resolving issues;
- VII. Support the development of two National Engineers and impart technical expertise to the Municipal Authority to deliver improved public services in the future;
- VIII. Manage, review and provide feedback on contractor performance;
- IX. Ensure contractor defects and non-conformances are recorded and remedied before acceptance by the UNDP and handover to the recipient community;
- X. Respond to contractor requests for information and/or variations to scope of work;
- XI. Promote the skill development of the community-based operations and maintenance group;
- XII. Encourage strong community participation, especially women and youth, through the fulfilment of endorsed Community Action Plan to induce feelings of ownership and accountability;
- XIII. Ensure effective and regular communication and coordination between the Project Team, National Government and Municipal Authorities, local actors and community stakeholders to achieve quality outputs;
- XIV. Develop tools, presentations, templates and training materials in support of project objectives; and
- XV. Participate and contribute, as necessary, in meetings with the Client.

The list of responsibilities is not intended to be exhaustive. Any deviations or additions are to be discussed with line manager for approval.

3) EXPECTED OUTPUTS AND DELIVERABLES

The Project Engineer will perform tasks listed under Section 3 and deliver the following outputs:

Outputs	Date	Approval
Output 1. Guideline on Gender Responsive Water Infrastructure <ul style="list-style-type: none"> - Encourage strong community participation, especially women and youth, through the fulfilment of the endorsed Community Action Plan to induce feelings of ownership and accountability; - Support women in their appointment into positions of leadership as well as into roles traditionally reserved for men; and - Provide resources for skill development of community-based maintenance group and the empowerment of women. 	30 September 2019	Project Manager
Output 2. Report on the Progress of Project Implementation <ul style="list-style-type: none"> - Lead project implementation in the Municipality of Baucau & Municipality of Bobonaro; - Maintain & apply all relevant standards, policies, guidelines and legislative requirements required to support responsible decision-making & courses of action; - Liaise regularly with Municipal Authority, community & other stakeholders to provide status updates and secure agreement over decisions related to implementation phase of the project; - Engender a visible presence for United Nation Development Programme in the Municipality of Baucau and the Municipality of Bobonaro; - Behave proactively, anticipating project needs & identifying opportunities; 	15 October 2019	Project Manager
Output 3. Report on the Best Practices for Rural Water Infrastructure Projects <ul style="list-style-type: none"> - Maintain project schedule by monitoring contractor implementation plan, coordinating activities and resolving problems as they arise; - Support the development of two National Engineers and impart technical expertise to the Municipal Authority to deliver improved public services in the future; - Manage, review and provide feedback on contractor performance; - Ensure contractor defects & non-conformances are recorded & remedied before acceptance by the UNDP and handover to the recipient community; - Respond to contractor requests for information and/or variations to scope of work; 	15 November 2019	Project Manager
Output 4. Report on the Procurement, Construction & Commissioning of the Rural Water Infrastructure <ul style="list-style-type: none"> - Ensure effective & regular communication and coordination between the Project Team, National Government & Municipal Authorities, local actors and community stakeholders to achieve quality outputs; - Develop tools, presentations, templates and training materials in support of project objectives; and - Participate and contribute, as necessary, in meetings with the Client. 	15 December 2019	Project Manager
Output 5. Report on the Results of the Gender Responsive Water Infrastructure <ul style="list-style-type: none"> - Evaluate the outcomes and assess the effectiveness of strategies adopted as part of the Guideline on Gender Responsive Water Infrastructure. 	15 December 2019	Project Manager

4) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Lump Sum Contract

The payment method will be made based on the delivery of reports with the outputs approved by the Project Manager. The reports will serve as the basis for the payment of the following fees.

Travel arrangements will be coordinated according to the work plan and the project schedule.

Outputs	Date	Payment
Output 1. Guideline on Gender Responsive Water Infrastructure	30 September 2019	15%
Output 2. Report on the Progress of Project Implementation	15 October 2019	25%
Output 3. Report on the Best Practices for Rural Water Infrastructure Projects	15 November 2019	25%
Output 4. Report on the Procurement, Construction & Commissioning of the Rural Water Infrastructure	15 December 2019	25%
Output 5. Report on the Results of the Gender Responsive Water Infrastructure	15 December 2019	10%

5) INSTITUTIONAL ARRANGEMENTS

The Project Engineer will be based at the UNDP Timor-Leste Governance Unit and report directly to the Project Manager of the Decentralization Project.

The Project Engineer will submit progress reports as defined in the Terms of Reference. The progress report should include achieved results by the end of each month up to the end of the Contract.

6) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 3 months (23 September 2019 – 31 December 2019).

Duty Station: Dili, Timor-Leste.

Expected Places of Travel: Travel to project site in the Municipality of Baucau and Municipality of Bobonaro.

7) QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

The candidate should match the following criteria:

Essential:

- Minimum Bachelor Degree in Civil Engineering (compulsory);
- A minimum of 5 years of work experience in relevant field;
- At least one previous work experience in development with international cooperation organizations;
- Previous working experience in any UN agencies is an advantage;
- At least one past work experience in coordinating water infrastructure design in developing countries;
- At least one previous work experience in decentralization, governance or other related areas;
- Substantial working experience in developing countries, and particularly Timor-Leste;
- Interpersonal, oral and written communication skills in English is imperative.

Desirable:

Terms of Reference for International Project Engineer

- Ability to work effectively with Microsoft Office and Design Software (Adobe Photoshop, Illustrator);
- Working knowledge of Tetum and Portuguese is an advantage;

8) CRITERIA FOR SELECTION OF THE BEST OFFER

Combined Scoring Method

The candidates will be evaluated as per Combined Scoring Method, where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Only candidates with at least 49 points of the technical criteria will be considered for financial evaluation.

Criteria	Weight	Max. Point
Professional:	70%	70
Bachelor Degree in Engineering (compulsory)	20%	20
A minimum of 5 years of working experience in relevant field	20%	20
At least one work experience in development with international cooperation organizations	5%	5
At least one previous work experience in coordination and capacity development	5%	5
At least one previous work experience in decentralization, governance or other related areas	5%	5
Substantive working experience in developing countries	5%	5
Strong interpersonal, oral & written communication skills in English	10%	10
Financial:	30%	30
TOTAL	100%	100

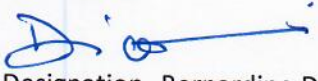
9) RECOMMENDED PRESENTATION OF OFFER

The candidate will submit the following documents to demonstrate their qualification:

1. Duly accomplished Letter of Confirmation of Interest and availability;
2. Personal CV or P11 form, indicating all past experience from similar projects and contact details including e-mail and phone number of the candidate and at least three professional references;
3. Brief description of the best suitability of the candidate for this assignment;
4. Final proposal that indicates the all-inclusive fixed total contract price.

10) APPROVAL

This TOR is approved by:

Signature 
 Name and Designation Bernardino Da Costa Pereira
 Date of Signing 02 August 2019