



TERMS OF REFERENCE

Job title:	Infrastructure/Civil Works Engineer (National Consultant)
Duty station:	Chisinau, Moldova
Reference to the project:	01004949/Enhancing Crisis Management and Cybersecurity Resilience of the Ministry of Foreign Affairs of the Republic of Moldova (MFA Support) Project
Contract type:	Individual Contract (IC)
Expected duration of the assignment:	June 2026 – September 2027 (up to 70 working days)

I. Background

UNDP is implementing the Enhancing Crisis Management and Cybersecurity Resilience of the Ministry of Foreign Affairs of the Republic of Moldova (MFA Support) Project, which aims at enhancing the MFA's institutional resilience by modernizing its crisis management infrastructure and bolstering cybersecurity capabilities.

The project addresses these challenges through a coherent approach that combines policy review and process optimization, infrastructure improvement, and capacity development. It supports updates to the institutional framework for crisis management and cybersecurity in line with European standards, promotes certification of information security and quality management systems, and advances the institutionalization of risk-based procedures. It also invests in technical redesign and modernization of crisis management spaces, the provisioning of secure communications technologies and furniture, and the development of standard operating procedures.

The MFA's infrastructure, including crisis management spaces, utility networks (water, sewerage, electricity, ventilation, etc.), and secure communication systems, will be modernized and upgraded through Project interventions to meet up-to-date security standards. This includes enhancing physical spaces to ensure continuity of operations during emergencies and improving IT systems to protect against cyber threats. This is part of the strategic pillars of the project and will contribute furthermore to enhancing capabilities of the MFA essential for the adoption at the institutional level of the requirements introduced by the new Crisis Management Law.

In this context, UNDP seeks to contract an Infrastructure/Civil Works Engineer through the Individual Consultancy modality to provide consultancy services and support the effective and efficient implementation of the infrastructure works under Output 2 "*The MFA's crisis management infrastructure is improved, allowing for efficient and secure communication, especially during emergencies*" of the Project. To ensure compliance with national construction standards, technical accuracy, and timely delivery, the Consultant will provide expert services throughout the full cycle of infrastructure development – from the preparation of technical designs and documentation, through procurement and construction, to final commissioning and handover, in line with the contract requirements and the applicable construction standards and legislation of the Republic of Moldova.

The Consultant will also assist the Project Team in the technical evaluation of offers, site monitoring and technical supervision, as well as commissioning of the civil works implemented under this Project.

II. Objective of the assignment

The objective is to provide engineering/civil works technical expertise and support in the Project's efforts to modernize the MFA's crisis management premises at the design, reconstruction and commissioning stages, so that the Ministry has secure, resilient and interoperable facilities that enable business continuity and secure operations during emergencies. The consultant will support the technical redesign of dedicated crisis coordination spaces at MFA headquarters and will oversee renovation works that also address essential utility systems such as power, ventilation, fire protection, water and sewage. The role includes validating architectural and engineering solutions, bills of quantities and technical specifications, supervising construction quality, safety, compliance, and progress, managing variations, risks, and deviations from design or contract, and ensuring that the works completed and commissioned by the contractors are fully compliant with the approved technical designs, Bill of Quantities (BoQ) and applicable construction norms and industry practices.

The Consultant will be involved in the verification of completeness and quality of technical design documentation, projects' cost estimates, preparation of technical tender documentation, as well as evaluation of bids within the procurement of works activities. The Consultant will play a key role in supervision of the quality, timely implementation and commissioning of construction works, through a range of actions contributing to planning, management, and monitoring of project activities, in accordance with the contract requirements and applicable national building norms, construction standards and legislation of the Republic of Moldova. In addition, the Consultant will be responsible for facilitating and coordinating the commissioning and final acceptance of completed works.

to provide engineering and civil works expertise for the design, reconstruction, supervision, and commissioning of the MFA's crisis management facilities, ensuring compliance with approved designs, BoQs, standards, and timely delivery.

III. Key tasks

To achieve the stated objective, the consultant will have the following responsibilities:

A. Technical Design Development, Review and Endorsement

1. Provide methodological assistance to the beneficiary and designer during the preparation, verification, and endorsement of technical design documentation.
2. Review the technical drawings, Bill of Quantities and execution documentation for accuracy and conformity with on-site conditions and applicable national legislation and project requirements; recommend corrective steps, where feasible.
3. Engage with the beneficiary and designer to secure necessary design remediation of deficiencies or deviations identified.
4. Validate technical designs, Bills of Quantities and specifications developed for the renovation and modernization of MFA's crises management infrastructure.

B. Procurement and Tender Support

1. Provide technical inputs in preparing tender documentation (technical requirements and evaluation criteria, market research, risk assessment, etc.) for the procurement of civil works.
2. Support the organization of the pre-bidding meeting and facilitate site visits for potential bidders, conducted as part of the tendering process.

3. Provide written responses to all technical questions from bidders and support the preparation of clarification requests.
4. Participate as evaluation panel member in the evaluation of technical offers for civil works, draft relevant technical evaluation tables/forms.

C. Mobilization, Permits and Site Handover

1. Facilitate the formal handover of the site from beneficiary to contractor.
2. Verify the presence and validity of all permits, authorizations, endorsements, and certificates required for civil works.
3. Support the beneficiary in obtaining any other relevant permits and registrations required for the execution, finalization and commissioning of works.

D. Supervision of Works and Quality Control

1. Conduct regular site visits to monitor progress across all stages of reconstruction and commissioning.
2. Provide continuous technical assistance to the Project Team throughout the infrastructure renovation cycle.
3. Ensure adherence to all applicable national regulations, standards, safety, environmental, and social requirements throughout implementation.
4. Monitor compliance with the execution schedule and verify progress against contract requirements.
5. Inspect quality of works and materials; verify compliance with technical requirements, national construction standards, and contractual obligations.
6. Monitor and verify the contractor's quality control system, including laboratory tests and inspections.
7. Review, request corrections where needed and endorse:
 - technical procedures/method statements for executing works;
 - detailed work timetables;
 - reports identifying works not completed but submitted for payment.
8. Oversee maintenance of the works record book and the technical book of the construction site by the foreman and technical supervisor.
9. Inform the Project Manager of deviations from the designs, Bill of Quantities (BoQs) and approved budget, propose viable technical solutions to address overruns or gaps.
10. Immediately notify the Project Manager of technical issues, delays, risks, or safety concerns.
11. If works present risks to life, property, society, or the environment, promptly inform the beneficiary, Project Manager, and competent authorities.
12. Recommend corrective measures and follow up on implementation if non-conforming works are identified, obtain designer approval for remedies affecting fundamental requirements or design deviations.
13. Take all necessary steps to ensure timely completion of works in accordance with the contract.
14. Fulfil any additional duties required by legislation and the project's governing documents.

E. Variations and Change Management/ Amendments

1. Collect volumes, verify cost estimates, and prepare reports/notes for included/excluded works, as required.
2. Identify, document, and report any additional works or deviations from the initial design and/or BoQ.
3. Coordinate with the beneficiary, designer, and contractor to update design documentation and/or BoQ, when variations are needed.
4. Support preparation of amendments to the civil works contract when necessary; ensure traceability of all changes and their approvals.
5. Recommend technical solutions for addressing unforeseen construction challenges.

F. Stakeholder Coordination and Documentation Management

1. Maintain continuous coordination with the Project Team, beneficiary, designer, general contractor, and other stakeholders.
2. Organize and participate in regular progress meetings (design company, UNDP representatives, technical supervisor, general contractor, beneficiary representatives); prepare, circulate, and obtain approval of meeting minutes.
3. Monitor implementation of decisions agreed during progress meetings.
4. Receive, verify, and endorse reports submitted by the designer and general contractor on completed services and works.
5. Maintain and update the Payment tracking register on works carried out by each BoQ Chapter.
6. Maintain a structured photo log linked to milestones/activities
7. Submit monthly progress/activity reports to the Project Manager, summarizing achievements, schedule status, issues, risks, and recommendations.
8. Review and validate all coordination and approvals throughout the project lifecycle.
9. Monitor completion of the technical book and prepare it for submission to the acceptance committee.

G. Commissioning and Handover

1. Participate in acceptance and commissioning of civil works based on approved execution drawings and legal requirements.
2. Sign Works Completion Documents only after inspection and acceptance confirm compliance with contract and technical execution drawings.
3. Assist the Project Team and the beneficiary in preliminary and final commissioning processes and support final project handover.
4. Prepare and ensure accurate documentation of handover protocols, and commissioning minutes; draft minutes for preliminary and final commissioning meetings and collect all required signatures of the commissioning members.

H. Reporting

1. Submit final report including summarizing project results, contractor's performance, compliance findings, lessons learned and recommendations.

IV. Expected results/Deliverables

The Consultant shall deliver the following outputs in line with the tasks described above. All deliverables must be submitted in a professional, clear, and comprehensive format acceptable to the UNDP Project Team.

Item No.	Deliverable description	Estimated effort	Indicative timeline
1.	Group of Deliverables #1: Technical Design Development, Review and Endorsement		
	<p>Objectives</p> <ul style="list-style-type: none"> The Consultant will review and endorse the full set of technical designs; Bills of Quantities and specifications developed for the renovation and modernization of MFA's crises management infrastructure. The Consultant will countersign the Handover document for the full set of technical designs, Bills of Quantities and specifications. <p>Deliverable 1: Activity Report #1 including relevant findings, conclusions and recommendations submitted and approved by UNDP Project Team.</p>	Up to 6 working days	By 30 June 2026
2.	Group of Deliverables #2: Procurement and Tender Support		
	<p>Objectives</p> <ul style="list-style-type: none"> Technical inputs in preparing tender documentation (technical requirements and evaluation criteria, market research, risk assessment, etc.) for the procurement of civil works provided. Scope of Works/Schedule of requirements for the renovation and modernization of MFA's crises management infrastructure drafted by consultant and endorsed by the Procurement Team. Timely written responses to all technical questions received from bidders throughout tender process provided. Clarification requests and technical evaluation report/forms for the civil works tender prepared by the consultant and endorsed by all evaluation panel members, including assessment of compliance of offers with tender requirements, technical design and BoQs, comparison of costs, identification of inconsistencies and potential justifications for deviations. <p>Deliverable 2: Activity Report #2, including relevant documents developed, inputs, findings, conclusions and recommendations submitted and approved by UNDP Project Team.</p>	Up to 10 working days	By 30 September 2026

Group of Deliverables #3: Regular Supervision of Works, Quality Control and Variations			
3.	<p>Objectives</p> <ul style="list-style-type: none"> Regular supervision of works and quality control and identification of variations. Regular site visits to monitor progress across all stages of the reconstruction process, conducted at a frequency scheduled in advance by the UNDP Project Team (<i>any site visits beyond this frequency shall be undertaken only where justified and subject to prior written approval by UNDP</i>). A structured site visit report and a photo log for each site visit linked to milestones/activities achieved/completed, shall be maintained for every site visit. During site visits, the civil works contract implementation should be effectively supervised and professional technical assistance provided to the UNDP Project Team and beneficiary, to ensure quality and timely and complete execution of works by the contractor, in accordance with contract terms and conditions, relevant national norms, and approved technical designs and BoQs. Quality control observations and corrective actions documented. Support preparation of amendments to the civil works contract when necessary. <p>Deliverable 3: Monthly construction supervision reports summarizing: works progress, schedule status, site visit reports and photo logs, minutes of coordination meetings, quality control findings, contract amendments supported (if any), documented deviations/ variations, corrective actions proposed, issues and risks identified and mitigation measures proposed, etc. submitted and approved by UNDP Project Team.</p> <p><i>up to 1 working day per report</i></p> <p><i>up to 0.25 working days per site visit</i></p> <p><i>up to 1 working days per amendment</i></p>	Up to 40 working days	By 31 July 2027
	Group of Deliverables #4: Progress Meetings, Stakeholder Coordination and Documentation Management		
4.	<p>Objectives</p> <ul style="list-style-type: none"> Organize and facilitate weekly Progress meetings with all relevant stakeholders (design company, UNDP representatives, technical supervisor, general contractor, beneficiary representatives, other relevant participants). 	Up to 7 working days	By 31 July 2027

	<ul style="list-style-type: none"> Review and clear the contractor's Monthly Progress reports on completion of works (BoQs) and associated invoices prior to submission for payment. Review the Technical book of the construction site on a monthly basis to ensure completeness for final submission. <p>Deliverable 4: Monthly reports summarizing (i) progress meetings held (including minutes), (ii) reviewed and signed payment packages upon completion of works (BoQs), (iii) Payment tracking register on works carried out by each BoQ Chapter updated, submitted and approved by UNDP Project Team.</p> <p><i>Up to 0.5 working day per monthly report</i></p>		
5.	Group of Deliverables #5: Commissioning and Handover		
	<p>Objectives</p> <ul style="list-style-type: none"> Conduct pre-commissioning inspection and final commissioning of works, confirming compliance with technical execution drawings and contractual provision, review the completeness of the technical book and its preparation for commissioning, prepare the relevant commissioning and handover documentation according to National Legislation. <p>Deliverable 5.1: Minutes of substantial completion and of works/Certificate of Substantial Completion confirming compliance with technical execution drawings and contractual provisions drafted and signed by participating stakeholders submitted to the UNDP Project Team. (3 w.d.)</p> <p>Deliverable 5.2: Minutes of the final commissioning of works/Certificate of Final Completion of works) submitted to the UNDP Project Team. (2 w.d.)</p>	Up to 5 working days	By 31 August 2027
6.	Group of Deliverables #6: Reporting		
	<p>Objectives</p> <ul style="list-style-type: none"> Deliver a final report including summarizing project results, contractor's performance, compliance findings, lessons learned and recommendation, submitted and approved by UNDP Project Team. <p>Deliverable 6: Final report submitted to the UNDP Project Team.</p> <ul style="list-style-type: none"> Full project related archive (reports, photo logs, minutes, notes, letters, etc.) transferred to UNDP Project Team. 	Up to 2 working days	By 30 September 2027
TOTAL		Up to 70 days	

Note: Deliverables, number of working days and the final timeline can be amended for the purpose of the assignment. The above objectives describe the scope of services and tasks to be performed by the Consultant; the Deliverables constitute the required means of verification for acceptance and payment by UNDP.

Additionally, the Infrastructure/Civil Works Engineer may be requested to deliver additional services related to the MFA's works that prove necessary and cannot reasonably be initially foreseen. The remuneration for such services shall be mutually agreed.

V. Institutional Arrangements

The Infrastructure/Civil Works Engineer will work under the direct supervision of the UNDP Project Manager and in close coordination with the MFA focal point. For quality assurance and technical compliance and guidance related to applicable UNDP policies and procedures for civil works, the Consultant will collaborate with other UNDP civil works/infrastructure specialist(s). The Consultant will receive all possible information and available documentation necessary to perform the assigned tasks and to ensure timely delivery of the agreed outputs.

VI. Financial arrangements:

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including the daily fee, taxes, and number of anticipated working days and all expenses required for task delivery, including communications and local transportation for field visits to MFA premises (located in Chisinau) and any other locations associated with the assignment.)

VII. Payment for provided services

Payments will be made post factum, in instalments, deliverables-based modality. Each instalment will be released upon submission of the agreed deliverables and acceptance by the UNDP Project Manager, as stipulated in the contract.

All other Groups of Deliverables shall be paid upon full completion and acceptance of the respective deliverables.

VIII. Confidentiality

All materials, documents and information made available to the Consultant under this assignment, as well as proceedings conducted within the contract, shall be treated as confidential during and after the consultancy. No information may be disclosed to third parties without prior written authorization from UNDP, except where disclosure is required by law or by the contract. Breach of confidentiality may result in immediate termination of the contract. Given the sensitive nature of the MFA crisis management infrastructure, the Consultant shall observe applicable information security requirements throughout the assignment.

IX. Qualifications and skills required:

Education

- University degree in Civil Engineering/Constructions. An advanced degree is an asset.
- Specialized technical certification in the field of civil construction works and technical supervision of the construction sites.

Experience

- At least five (5) years of progressive experience in civil engineering and infrastructure development, including design review, site supervision, contract administration and quality assurance for construction/refurbishment projects.
- Experience (at least two projects) in preparing or validating technical specifications for construction/civil works, providing procurement support (tender dossiers, clarifications, technical evaluation of bids).
- Experience with constructing/renovating public/government facilities, preferably involving secure or mission critical spaces (e.g., crisis coordination rooms, secure communication areas, archive spaces), is an asset.
- Proven experience working with international organizations on similar assignments (including UNDP/United Nations or European organizations) is an asset.
- Experienced user of specialized software solutions, relevant for the construction sector (WinSmeta, AutoCad/ArhiCad, etc.).

Competencies and skills

- Demonstrated knowledge of applicable national construction legislation and standards, occupational safety and fire protection requirements relevant to building projects.
- Report writing and communication skills; strong organization, coordination and stakeholder engagement abilities.
- Demonstrated teamwork, presentation and facilitation skills; flexibility and ability to work under tight deadlines.
- High ethical standards, confidentiality and awareness of information security requirements in government environments.
- Fluent in Romanian, working level of English is an asset.

Personal qualities

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.
- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

X. Documents to Be Included When Submitting the Proposals

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Signed and filled in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.). Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all inclusive financial proposal.

The Financial Proposal shall be submitted directly in the Quantum system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match your offer in the system.

Proposal (Motivation Letter): explaining why he/ she is the most suitable candidate for the assignment, including previous experience in similar Projects/Assignments.

- Duly completed and updated personal CV and at least three (3) references.

Important notice: The applicants who have the statute of Government Official/Public Servant prior to appointment will be asked to submit the following documentation:

- A no-objection letter in respect of the applicant received from the Government, and;
- The applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

XI. EVALUATION

First, individual consultants will be short-listed according to the following minimum qualification criteria:

University degree in Civil Engineering/Construction.

At least five (5) years of progressive experience in civil engineering and infrastructure development, including design review, site supervision, contract administration and quality assurance for construction/refurbishment projects

The short-listed candidates will then be further assessed according to the following methodology:

Cumulative analysis

The contract will be awarded to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) having received the highest score out of a pre-determined set of weighted technical and financial criteria, formulated for this request.

* Specific weight of technical criteria – 60% (300 points);

* Specific weight of financial criteria – 40% (200 points).

Only candidates who scored a minimum of 210 points will be considered for the financial assessment.

Criteria	Scoring	Maximum Points Obtainable
Technical		
University degree in Civil Engineering/Construction, and/or Architecture.	(University degree – 25 pts; Advanced degree – 35 pts.)	35
Specialized technical certification in the field of civil construction works and technical supervision of the construction sites	(No – 0 pts; Yes – 25 pts.)	25
At least five (5) years of progressive experience in civil engineering and infrastructure development, including design review, site supervision, contract administration and quality assurance for construction/refurbishment projects.	(5 years – 15 pts., each additional year – 5 points, up to 35 pts.)	35
Experience (at least two projects) in preparing or validating technical specifications for construction/civil works, providing procurement support (tender dossiers, clarifications, technical evaluation of bids)	(2 projects – 15 pts., each additional project – 5 pts., up to 25 pts.)	25

Experience with constructing/renovating public/government facilities, preferably involving secure or mission critical spaces (e.g., crisis coordination rooms, secure communication areas, archive spaces), is an asset	(1 project –10 pts., each additional project – 5 pts., up to 25 pts.)	25
Proven experience in working with international organizations on similar assignments, including the UNDP/United Nations and/or European organizations	(2 assignments – 10 pts., each additional assignment 2.5 points, up to – 15 pts.)	15
Technical scoring		160
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness).		
Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.		
Demonstrates knowledge of applicable national construction legislation and standards, occupational safety and fire protection requirements relevant to building projects.	Strong – up to 50 pts., satisfactory – up to 30 pts., limited – up to 15 pts., no – 0 pts.	50
Demonstrates the ability to plan, organize, and execute tasks efficiently; to deliver agreed outputs within established timelines and defined scope; and to monitor progress, manage risks, and make informed decisions to ensure high-quality results.	Strong – up to 30 pts., satisfactory – up to 20 pts., limited – up to 10 pts., no – 0 pts.	30
Demonstrates the ability to communicate clearly and effectively; to tailor messages to different audiences; to present complex information in a structured and concise manner; and to engage stakeholders through adaptive and persuasive communication; demonstrates awareness of information security requirements in government environments	Strong – up to 20 pts., satisfactory – up to 10 pts., limited – up to 5 pts., no – 0 pts.	20
Demonstrates the ability to work in teams and align others toward shared objectives; to build constructive relationships with diverse stakeholders; and to navigate differing interests through persuasion, negotiation, and sound judgement.	Strong – up to 20 pts., satisfactory – up to 10 pts., limited – up to 5 pts., no – 0 pts.	20
Fluent in Romanian, working level of English is an asset	(Romanian – 10 pts., English – 5 pts.)	15
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(To two or more groups – 5 pts., to one group – 3 pts., No – 0 pts.)	5
Total interview scoring		140
Maximum total technical scoring		300
Financial analysis		
Submitted financial proposals will be assessed according to the following formula: $S = F_{min} / F * 200$ S – the achieved result of the financial assessment; F _{min} – the lowest financial proposal of all those submitted, which were qualified during the technical assessment; F – the financial proposal to be reviewed.		200

** Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees, and other non-citizens. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***

Winning candidate

The winning candidate will be the candidate who has accumulated the highest aggregated score (technical scoring + financial scoring).