

Terms of Reference and Scope of Services

Engineer - Consultant

Third Regional Development Project (RDP III)

Background

Construction-rehabilitation of Georgian infrastructure is one of the priorities of the country in the way of its building. The Municipal Development Fund of Georgia (MDF) established by the Government under the Ministry of Regional Development and Infrastructures (MRDI) implements reconstruction-rehabilitation of infrastructure on the whole territory of Georgia. For above mentioned goal the Fund actively cooperates with various international donors whose finances together with the funds of the budget of Georgia make the source of financing of the Fund for implementing various infrastructure projects.

Georgia has received financing from the World Bank to implement the Third Regional Development Project (RDP3). The Project covers the Samtskhe-Javakheti region in the south and Mtskheta-Mtianeti in the north. The Project aims at supporting the local economy in the regions by carrying out an integrated approach to tourism development, focusing on infrastructure, urban regeneration, cultural heritage restoration, skills development and enabling the environment to attract private sector investments.

Infrastructure investment component of RDP3 includes urban regeneration of old towns and villages, including restoration of building facades, public spaces, museums, roads and water, and enhancement of cultural and natural heritage sites, including access and presentation.

Overall management and coordination of implementation and supervision of Project will be executed by the Municipal Development Fund of Georgia (MDF). This assignment will be fully financed by the project.

Objectives of the Assignment

The main objective of the assignment is to support the Project Management team of RDP3 at MDF with technical advice and technical leadership in the area of municipal/civil engineering to ensure the delivery of high-quality subprojects. The Consultant mobilized under this assignment will ensure coordination and consistency of approaches among key technical departments of MDF and other technical agencies involved in the delivery of subprojects (e.g. Municipal engineers, NACHP technical team, APA, design and supervision consultants, World Bank technical team) and regular, periodic monitoring and reporting on progress and quality of ongoing works.

In order to achieve this objective, the consultant will be responsible for, without being limited to, the following:

- Facilitate the smooth processing of the preparation of subprojects by ensuring consistency of technical inputs and solutions, and coordination among various relevant units of MDF involved in the processing of investments subprojects, in particular the Project Appraisal Unit at design stage, the Procurement Unit at tendering stage and the Monitoring Unit at implementation/supervision stage. This processing monitoring and coordination efforts are expected to result in consistency of technical solutions of work subprojects, from design stage, to tendering and eventually improved quality of delivery;
- Support the Project Management team and other stakeholders to carry out sound technical assessment of proposed investments, considering all technical alternatives and advising on the selection of most feasible one;
- Contribute to the drafting of the technical sections of terms of reference to announce the tender for design services and construction supervision of works;
- Assist the Project Manager/s in the technical engineering review and approval of the detailed design packages prepared by the designer consultants;
- Assist the RDP3 Project Management team and Donor Relations Unit in the finalization of technical inputs for SSRs/SARs, variation orders, contract amendments of civil works and engineering consultants' contracts during implementation phase;
- Ensure that technical requirements provided by key stakeholders involved in the delivery of subprojects are addressed, from the concerned Municipalities, NACHP, APA, supervision consultant and MDF's technical staff;
- In close collaboration with the CH Architect under the RDP3 and in coordination with MDF's Architects, assist and advise the RDP3 Project Manager/s on smooth coordination and follow-up with the NACHP and other stakeholders to solicit approvals and finalization of technical choices and options for specific subprojects, ensuring smooth communication;
- Participate in the packaging of bidding documents and assist MDF during the tendering and selection of consultants' processes. In particular, the Consultant will assist in procurement related tasks such as:
 - finalization of ToRs, technical part of bidding documents and RFPs ;
 - elaboration of qualification requirements for engineering consultants and key experts;
 - elaboration of evaluation and qualification criteria for construction companies;
 - review and finalization of employer's requirements and specifications for bidding documents;
 - Evaluation of consultants' technical proposals (proposed approach and methodology, work plan, staffing schedule);
 - Evaluation of consultants' and key experts' qualification;
 - Evaluation of bidders' technical proposals (method of statement for construction, staff chart and organization, mobilization schedule, construction program, plan, personnel, equipment, sub-contractors);
 - Evaluation of bidders' qualification;
 - Assessment of reasonableness of bid prices and unit price analysis;

- Prepare requests for clarifications to bidders as necessary.
- Review, comment and advise MDF Project Management team and MDF's Monitoring and Supervision unit on the quality and realism of work plans submitted by contractors to be approved;
- Strengthen the supervision capacity of the Project Management Team at MDF by conducting regular site visits and issuing recommendations for improvements/variatioins, based on the evidence found at sites;
- Timely report to RDP3 Project Management team at MDF and notify relevant responsible Units at MDF on the quality of the civil works and their adherence to design specifications, performance of the contractor and supervision engineers/consultant and overall adherence to the work plan;
- Participate in World Bank missions and various meetings, as required. Join RDP3 Project Managers and Bank technical team during site visits;
- Perform other related technical tasks as required.

Qualifications

1. Master's Degree in Civil Engineering or related engineering field;
2. At least 5 years of working experience as an engineer;
3. Thorough knowledge of Construction/Design Codes, Regulations and Standards active in Georgia. Knowledge of the International Construction Standards is preferable;
4. Working experience in Civil Works monitoring, and building sites daily Supervision;
5. Experience working with international donors/organizations will be an asset;
6. Very good oral and written communications skills, knowledge of English and Georgian languages is mandatory;
7. Proficient using MS Project.

Duration and staff inputs

The duration of the assignment is until 31 December 2019. It may be extended upon mutual agreement.

This is a fulltime assignment.

Expected Output/Deliverables and Reporting Format

The Consultant shall submit reports on monthly basis. Monthly reports shall include the list of services carried out during the reporting period. Reports should be prepared in Georgian language and will be provided in two hard copies. English summaries should be provided upon request.

The Consultant works under direct supervision of the Project Managers of the World Bank financed project RDP3, with the technical oversight of the Project Management Unit.

Facilities and Services to be provided by the Client

The Client shall provide office area and facilities, office equipment and communication necessary to carry out the services. The Client shall also provide all necessary information and documents for that purposes.

The Client shall pay to the Consultant reimbursable expenses (such as hotel accommodation, fuel and other domestic travel costs) at actual cost reasonably incurred by the Consultant in the performance of the Services upon submission invoices and/or reports accompanied by the receipts or other appropriate supporting documents.

Consultant's Reporting Obligations:

The Consultant reports directly to the Project Management Unit and Head of Donor Relations

Deliverables	Submission Date	Language
Monthly Report	Within 10 days from the end of reporting period	Georgian/English*
Monitoring Reports	As requested by the PM	Georgian/English*

*English reports should be provided upon request.