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TERMS OF REFERENCE

National Individual Consultancy – Technical Engineer

CONTRACT MODALITY: Individual Consultancy

DUTY STATION: Chisinau, Moldova, Home based

DURATION OF CONTRACT: 8 months

Purpose of Assignment

UNICEF and UNDP jointly implement the Programme "Advancing Quality Education and Lifelong Learning Opportunities for All", funded by the European Union. The overall objective of the Programme is to contribute to human capital development in the Republic of Moldova, improving quality and relevance of education and lifelong learning opportunities for all, for better matching the labour market demands. To achieve this, the Program will target the following specific objectives:

- Strengthen institutions and system for teacher and school leaders' professional development and support the implementation of education policies to enhance quality of teaching and learning;
- Improve equitable access for all children to quality education, promoting the development of an inclusive, digital, and resilient education system;
- Upgrade learning environments through renovation of selected school infrastructures and facilitate the development of the 21st century skills, contributing to better education opportunities for pupils/students and improved efficiency of the school network.

The design phase for this facility has commenced, requiring close monitoring of progress. This includes collaboration with the contracted design company and stakeholders to ensure compliance with the quality standards, and timelines.

The specific objective of the consultancy is to engage a Technical Engineer to provide technical support across all project stages to ensure timely, efficient, and quality implementation of the works for improving accessibility in 8 model schools (Annex 1). The scope includes designing and implementing structural modifications to ensure compliance with accessibility standards. This initiative is at the design phase, with the preparation of design documentation underway. Subsequent phases will include contractor selection and implementation of construction works.

The individual consultant will be responsible for facilitating the implementation of construction and/or refurbishment works, including monitoring construction works and, in coordination with the Engineer and Contractor, conducting quality assurance activities to ensure compliance with project standards and requirements.

Scope of Work

The consultant will report directly to the UNICEF Moldova Construction Specialist and work under his guidance to support the successful implementation of all assigned projects. The Technical Engineer will coordinate with UNICEF, implementing partners, engineering firms, contractors, and relevant stakeholders to ensure effective management and timely delivery of project objectives at all stages of implementation, including:

Procurement Support:

- Assist in the procurement of contractors for construction works;
- Review technical and financial offers to ensure alignment with project objectives;
- Provide regular updates to the Construction Specialist on evaluation process;

Construction Monitoring:

- Support the initiation of construction works in 8 model schools;
- Collaborate with the implementing partners, supervision company (engineer) and construction company (Contractor) to monitor construction progress;
- Identify and address construction challenges to ensure timely completion;

Coordination and Reporting:

- Act as a liaison between stakeholders, including design firms, contractors, and the UNICEF;
- Prepare progress reports and recommendations for management decision-making;

Responsibilities of the National Individual Consultant for the support in the improvement of accessibility in 8 schools:

Procurement Stage

- Support in preparing tender documents for construction works;
- Review technical and financial proposals submitted by contractors, evaluating their capacity to execute construction activities ensuring alignment with design requirements and project timelines;
- Assist in responding to technical queries raised by bidders during the tendering process.

Construction Stage (Upcoming)

- Assist in the development and management of detailed construction work plans for implementation of accessibility measures in schools, prioritizing schools based on urgency, logistical feasibility, and the specific needs of each site;
- Coordinate with the Engineer and Contractor to ensure the smooth implementation of construction activities across all designated locations;
- Monitor construction progress through regular site visits, verifying adherence to technical standards, safety protocols, and the project schedule;
- Ensure that construction activities incorporate specific accessibility requirements, including eco-efficient solutions, disaster risk reduction measures, and accessible designs for children and individuals with reduced mobility;
- Review supervision reports provided by the Engineer, ensuring that any technical or operational issues are promptly addressed to maintain the project's progress.

Quality Assurance

- Provide support to the Construction Specialist, in coordination with the Engineer, to verify the quality of construction works, materials, and workmanship, ensuring compliance with design standards, local norms, and regulations;
- Provide support to the Construction Specialist in addressing technical concerns promptly with the Engineer and Contractor, maintaining accurate communication;
- Oversee the partial, substantial, and final inspections of works, ensuring the resolution of defects before issuing relevant certificates.

Reporting and Documentation

- Prepare regular progress reports summarizing construction achievements, challenges, and solutions;
- Archive all project-related documents, including contracts, correspondence, and site inspection reports;
- Draft the final completion report, highlighting lessons learned and recommendations for future infrastructure projects.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable	Planned Travel
1. Provide technical support to the procurement process General remarks: -Review and evaluation of technical and financial proposals submitted by bidders for 8 school construction tenders. - Technical assessment reports prepared, including recommendations on bidders' capacity, responsiveness, and compliance with tender requirements. - Responses to bidders' technical clarification requests coordinated, reviewed, and documented. - Procurement progress updates submitted regularly to UNICEF Construction Specialist throughout the tendering process.	**Deliverable 1** – Tender Documentation, Technical Evaluation and Bidder Queries Reports for Four Tenders: Criuleni, Dondușeni, Ocnița and Drochia. Technical evaluation completed separately for each tender; deviations, clarification questions and technical recommendations submitted before planned commencement of works.	15 November 2026	No travel required. Evaluation conducted in Chisinau or online.

	Deliverable 2 – Tender Documentation, Technical Evaluation and Bidder Queries Reports for four Additional Tenders: Briceni, Bălți, Orhei, Florești, Technical support completed separately for each procurement process, allowing award and mobilization from December 2026	2 December 2026	No travel required. Review and evaluation conducted in Chisinau or online.
2. Monitor construction works and support quality assurance and ESHS monitoring **Reporting group: North – Batch 1**	**Deliverable 3** – Phase 1 Monitoring Report for Dondușeni, Ocnița and Drochia. Verify inception, contractor mobilization, baseline conditions and completion of dismantling/demolition works. The report must include school-specific findings, dated photographs, ESHS observations, issues requiring correction and an updated action tracker. Locations and phase target dates: 1. Dondușeni – 15 November 2026 2. Ocnița – 20 November 2026 3. Drochia – 25 November 2026	15 December 2026	Dondușeni, Ocnița, Drochia: 3 trips / 3 travel days.

	Deliverable 4 – Phase 2 Monitoring Report for Dondușeni, Ocnița and Drochia. Verify completion and quality of civil, structural and core rehabilitation works against approved drawings, specifications and accessibility-critical requirements. The report must include school-specific findings, deficiencies, ESHS observations, corrective actions and dated photographs. Locations and phase target dates: 1. Dondușeni – 15 December 2026 2. Ocnița – 20 December 2026 3. Drochia – 22 December 2026	29 December 2026	Dondușeni, Ocnița, Drochia: 3 trips / 3 travel days.
	Deliverable 5 – Phase 3 Monitoring Report for Dondușeni, Ocnița and Drochia. Verify installation progress and quality of building services, including electrical, plumbing, sanitary, heating, ventilation and other mechanical works. The report must identify incomplete or non-compliant works, accessibility interfaces, safety issues and required corrective actions. Locations and phase target dates: 1. Dondușeni – 15 January 2027 2. Ocnița – 20 January 2027 3. Drochia – 25 January 2027	1 February 2027	Dondușeni, Ocnița, Drochia: 3 trips / 3 travel days.

	Deliverable 6 – Phase 4 Monitoring Report for Dondușeni, Ocnița and Drochia. Verify finishes, fixtures, sanitary equipment, signage, accessibility features, testing and completion readiness. The report must include a school-specific snag list, outstanding documents or failed tests, ESHS actions and a conclusion on readiness for substantial completion inspection. Locations and phase target dates: 1. Dondușeni – 25 January 2027 2. Ocnița – 31 January 2027 3. Drochia – 5 February 2027	12 February 2027	Dondușeni, Ocnița, Drochia: 3 trips / 3 travel days.
	Deliverable 7 – Phase 5 Monitoring and Handover Support Report for Dondușeni, Ocnița and Drochia. Participate in joint completion inspection and verify defect closure, testing records, accessibility measures, as-built drawings, warranties, operation and maintenance documents and issuance of the Certificate of Substantial Completion. Locations and phase target dates: 1. Dondușeni – 5 February 2027 2. Ocnița – 12 February 2027 3. Drochia – 15 February 2027	22 February 2027	Dondușeni, Ocnița, Drochia: 3 trips / 3 travel days.

3. Monitor construction works and support quality assurance and ESHS monitoring **Reporting group: Centre – Batch 1**	**Deliverable 8** – Phase 1 Monitoring Report for Criuleni. Verify inception, contractor mobilization, baseline conditions and completion of dismantling/demolition works. The report must include school-specific findings, dated photographs, ESHS observations, issues requiring correction and an updated action tracker. Locations and phase target dates: 1. Criuleni – 10 November 2026	17 November 2026	Criuleni: 1 trip / 1 travel day.
	Deliverable 9 – Phase 2 Monitoring Report for Criuleni. Verify completion and quality of civil, structural and core rehabilitation works against approved drawings, specifications and accessibility-critical requirements. The report must include findings, deficiencies, ESHS observations, corrective actions and dated photographs. Locations and phase target dates: 1. Criuleni – 10 December 2026	17 December 2026	Criuleni: 1 trip / 1 travel day.

	Deliverable 10 – Phase 3 Monitoring Report for Criuleni. Verify installation progress and quality of building services, including electrical, plumbing, sanitary, heating, ventilation and other mechanical works. The report must identify incomplete or non-compliant works, accessibility interfaces, safety issues and required corrective actions. Locations and phase target dates: 1. Criuleni – 10 January 2027	15 January 2027	Criuleni: 1 trip / 1 travel day.
	Deliverable 11 – Phase 4 Monitoring Report for Criuleni. Verify finishes, fixtures, sanitary equipment, signage, accessibility features, testing and completion readiness. The report must include a snag list, outstanding documents or failed tests, ESHS actions and a conclusion on readiness for substantial completion inspection. Locations and phase target dates: 1. Criuleni – 20 January 2027	27 January 2027	Criuleni: 1 trip / 1 travel day.

	Deliverable 12 – Phase 5 Monitoring and Handover Support Report for Criuleni. Participate in joint completion inspection and verify defect closure, testing records, accessibility measures, as-built drawings, warranties, operation and maintenance documents and issuance of the Certificate of Substantial Completion. Locations and phase target dates: 1. Criuleni – 31 January 2027	5 February 2027	Criuleni: 1 trip / 1 travel day.
4. Monitor construction works and support quality assurance and ESHS monitoring **Reporting group: North – Batch 2**	**Deliverable 13** – Phase 1 Monitoring Report for Briceni, Bălți and Florești. Verify inception, contractor mobilization, baseline conditions and completion of dismantling/demolition works. The report must include school-specific findings, dated photographs, ESHS observations, issues requiring correction and an updated action tracker. Locations and phase target dates: 1. Briceni – 10 January 2027 2. Bălți – 15 January 2027 3. Florești – 5 February 2027	17 February 2027	Briceni, Bălți, Florești: 3 trips / 3 travel days.

	Deliverable 14 – Phase 2 Monitoring Report for Briceni, Bălți and Florești. Verify completion and quality of civil, structural and core rehabilitation works against approved drawings, specifications and accessibility-critical requirements. The report must include school-specific findings, deficiencies, ESHS observations, corrective actions and dated photographs. Locations and phase target dates: 1. Briceni – 10 February 2027 2. Bălți – 15 February 2027 3. Florești – 5 March 2027	17 March 2027	Briceni, Bălți, Florești: 3 trips / 3 travel days.
	Deliverable 15 – Phase 3 Monitoring Report for Briceni, Bălți and Florești. Verify installation progress and quality of building services, including electrical, plumbing, sanitary, heating, ventilation and other mechanical works. The report must identify incomplete or non-compliant works, accessibility interfaces, safety issues and required corrective actions. Locations and phase target dates: 1. Briceni – 10 March 2027 2. Bălți – 15 March 2027 3. Florești – 5 April 2027	16 April 2027	Briceni, Bălți, Florești: 3 trips / 3 travel days.

	Deliverable 16 – Phase 4 Monitoring Report for Briceni, Bălți and Florești. Verify finishes, fixtures, sanitary equipment, signage, accessibility features, testing and completion readiness. The report must include school-specific snag lists, outstanding documents or failed tests, ESHS actions and a conclusion on readiness for substantial completion inspection. Locations and phase target dates: 1. Briceni – 20 March 2027 2. Bălți – 25 March 2027 3. Florești – 15 April 2027	27 April 2027	Briceni, Bălți, Florești: 3 trips / 3 travel days.
	Deliverable 17 – Phase 5 Monitoring and Handover Support Report for Briceni, Bălți and Florești. Participate in joint completion inspection and verify defect closure, testing records, accessibility measures, as-built drawings, warranties, operation and maintenance documents and issuance of the Certificate of Substantial Completion. Locations and phase target dates: 1. Briceni – 31 March 2027 2. Bălți – 5 April 2027 3. Florești – 25 April 2027	7 May 2027	Briceni, Bălți, Florești: 3 trips / 3 travel days.

5. Monitor construction works and support quality assurance and ESHS monitoring Reporting group: **Centre – Batch 2**	**Deliverable 18** – Phase 1 Monitoring Report for Orhei. Verify inception, contractor mobilization, baseline conditions and completion of dismantling/demolition works. The report must include school-specific findings, dated photographs, ESHS observations, issues requiring correction and an updated action tracker. Locations and phase target dates: 1. Orhei – 20 January 2027	27 January 2027	Orhei: 1 trip / 1 travel day.
	Deliverable 19 – Phase 2 Monitoring Report for Orhei. Verify completion and quality of civil, structural and core rehabilitation works against approved drawings, specifications and accessibility-critical requirements. The report must include findings, deficiencies, ESHS observations, corrective actions and dated photographs. Locations and phase target dates: 1. Orhei – 20 February 2027	26 February 2027	Orhei: 1 trip / 1 travel day.

	Deliverable 20 – Phase 3 Monitoring Report for Orhei. Verify installation progress and quality of building services, including electrical, plumbing, sanitary, heating, ventilation and other mechanical works. The report must identify incomplete or non-compliant works, accessibility interfaces, safety issues and required corrective actions. Locations and phase target dates: 1. Orhei – 20 March 2027	26 March 2027	Orhei: 1 trip / 1 travel day.
	Deliverable 21 – Phase 4 Monitoring Report for Orhei. Verify finishes, fixtures, sanitary equipment, signage, accessibility features, testing and completion readiness. The report must include a snag list, outstanding documents or failed tests, ESHS actions and a conclusion on readiness for substantial completion inspection. Locations and phase target dates: 1. Orhei – 31 March 2027	7 April 2027	Orhei: 1 trip / 1 travel day.

	Deliverable 22 – Phase 5 Monitoring and Handover Support Report for Orhei. Participate in joint completion inspection and verify defect closure, testing records, accessibility measures, as-built drawings, warranties, operation and maintenance documents and issuance of the Certificate of Substantial Completion. Locations and phase target dates: 1. Orhei – 10 April 2027	16 April 2027	Orhei: 1 trip / 1 travel day.
6. Support completion, handover and final reporting	**Deliverable 23** – Consolidated Completion, Handover and Project Close-out Package for 8 Schools. Prepare and compile all close-out documents, including completion and handover records, Certificates of Substantial Completion and supporting documents, outstanding works and defects registers with closure evidence, testing and commissioning records, as-built drawings, warranties, operation and maintenance documents, accessibility walkthrough records, Defects Liability Period follow-up register, completed Performance Evaluation Template for each works contract, consolidated final report, lessons learned and an organized electronic archive for submission to the Construction Specialist.	30 June 2027	No travel required.

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

Education: Bachelors ·

- A university degree is required in civil engineering, construction engineering, architecture, water infrastructure, environment and climate, or other relevant area.
- Certificate of Technical-Professional Attestation issued by the Ministry of Infrastructure and Regional Development as a designer, technical supervisor or site manager in a field relevant to the assignment will be considered an advantage

Work Experience: 2 years

- A minimum of two (2) years of relevant experience, at the national and/or international levels, in technical projects' assessment, design, monitoring and site supervision, quality assurance and/or other directly related technical fields is required;
- Previous experience in designing and supervising construction/ refurbishment projects (at least one project)

Skills: Practical experience in supervising and guiding teams of technical staff, as well as managing and monitoring the effective use of resources

Language Requirements: Fluency in oral and written Romanian.

Desirables:

- Advanced command of written/spoken English and Russian is a strong asset;
- Good knowledge and understanding of UNICEF programmes, procurement principles, financial and legal aspects of construction issues, ethics and risk management of construction projects is an asset;
- Previous relevant experience in working with UN Agencies is an asset.

Content of technical proposal

- Cover Letter, outlining previous relevant experience in managing similar projects, roles and responsibilities;
- Curriculum Vitae.