

## TERMS OF REFERENCE

### For assistance in the school refurbishment in two communities

**Duration: 50 working days over a period of 5 months**

#### **1. Purpose of Special Service Agreement:**

Last summer, heavy rains in Ukraine, Romania and the Republic of Moldova exceeded the monthly norm of precipitation and resulted in major flooding. Over 8 000 people were affected and an estimated 450 out of 830 flooded homes (including schools), need to be rebuilt.

Vulnerable families and their children suffered the most. They lost most of their material goods, their crops, and their home gardens (main source of alimentation).

UNICEF already committed and provided cash for education in preparation for school to children most affected by the floods.

At the same time, the Ministry of Education and Youth identified two schools for reconstruction in two different localities – Crocmaz from Stefan Voda Raion and Calaraseuca from Ocnita Raion. The activity is part of the 2009 AWP signed between the Government and UNICEF.

The responsibility for the school rehabilitation stays with the local public authorities of the respective communities. The funds will flow to local treasuries through the central treasury and will be managed by the local public authorities.

In order to ensure proper utilization of funds and qualitative civil works, a national consultant will be hired to assist the local authorities throughout the process, by providing guidance in the preparation of the intervention, bidding and selection of design companies and civil works companies and monitoring of the implementation of the works.

#### **2. Objective of the Special Service Agreement with expected results/outcome/products/sub products/outcomes:**

**Objective:** provide guidance to local public authorities in the process of school refurbishment, monitor and document the implementation of the civil works in two communities: Crocmaz, Stefan Voda and Calaraseuca, Ocnita.

#### **Expected outcome:**

- Plan of action established with UNICEF, Ministry of Education and Youth and Local Public Authorities in Crocmaz, Stefan Voda and Calaraseuca, Ocnita – 3 working days after the beginning of the assignment
- Meetings and orientation seminar with the local public authorities in two communities (Crocmaz, Stefan Voda and Calaraseuca, Ocnita) – 1 day per school (total of 2 days)
- Guidance in preparing and monitoring of the bidding and selection of the design companies for the two communities – 5 days per school/community (total of 10 days)
- Review of designs proposed and preparation of the bill of quantities – 2 working days
- Guidance in preparing and monitoring of the bidding and selection of the civil work companies for the implementation of the project – 5 days per school/community (total of 10 days)
- Monitoring of construction work process – 9 days per school (total of 18 days)
- Documentation of the process as description of steps undertaken in the preparation and implementation of the project in each school, including photos – 3 working days
- Taking photos at every step of the project (before the intervention, during implementation and after the implementation), 12 pictures per school, a total of 24 pictures – within the guidance and monitoring visits
- Final report of the results of the activity – 2 working days (to be presented within 10 days after the activity is ended)
- Undertake any other assignments and tasks as required by the supervisor

**3. Performance indicators for evaluation of results:**

Consultant's performance will be evaluated against the following criteria: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

**4. Qualifications/specialized knowledge/experience required to complete the task:**

- University degree with extensive (3 to 8 years) experience in the field of architecture, urbanistics, civil works or other related field;
- Previous experience working with civil works companies;
- Previous experience working with communities, ministries, governmental institutions, local authorities and international organizations;
- Previous experience in monitoring and documentation of civil works;
- Ability to deliver final products on time;
- Good writing skills (Rumanian);
- Good communication and monitoring skills;
- Knowledge of English and familiarity with UNICEF context/priorities are considered an advantage;
- Driving licence and availability of car are considered an asset.

**5. Definition of supervision arrangements:**

The consultant will work under the supervision of the UNICEF Education Officer, Basic Education and in close cooperation with the Ministry of Education and Youth.

**6. Description of official travel involved:**

The consultant will travel to the sites for monitoring of the activity.

**7. UNICEF recourse in the case of unsatisfactory performance:**

In case of unsatisfactory performance the contract will be terminated by notification letter sent 5 days prior to the termination date. In the mean time, UNICEF will initiate another selection in order to identify appropriate candidate.

**8. Support provided by UNICEF:**

UNICEF will provide information upon request.