

## TERMS OF REFERENCE

<i>Assignment Title: Engineer under Innovation, Inclusion and Quality Project- GEORGIA I2Q</i>			
<b>Project</b>	<b>Loan Number: 8955-GE</b>		
<b>Source</b>	<i>National</i>	<b>Category</b>	<i>Individual</i>
<b>Expertise</b>	Civil Engineer	<b>Type of contract</b>	Continuous

### **A. Background and Objective**

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 **Innovation, Inclusion and Quality Project- GEORGIA I2Q**. Project would contribute directly to the CPF's strategic *Focus Area 2: Invest in Human Capital* and is articulated by *Objective 2.1: Support the education system for improved quality and relevance*. Moreover, the proposed project would support the GoG's efforts to improve the innovation and provision of quality education throughout the system as embodied in the Government's 2018-2023 Education Reform Agenda. **The project development objectives are to:** (i) expand access to preschool education; and (ii) improve the quality of education and the learning environments.

The implementation of Project starts in 2020 and is scheduled for completion in March 31, 2026.

The Municipal Development Fund of Georgia (MDF) is executing infrastructural rehabilitation part of the project.

The main objective of this assignment is to recruit an Engineer, who will be responsible to support the Project Management Team of the I2Q Project at MDF with technical advice and technical leadership.

This is a World Bank project financed Consultancy position.

## **B. Scope of work**

The main objective of the assignment is to support the Project Management team at the 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 the MDF in the delivery of subprojects (e.g. Ministry of Education, Science, Culture and Sport) and regular, periodic monitoring and reporting on progress and quality of ongoing works.

The specific functional responsibilities of the Engineer shall include but not limited to:

- 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 Management Team at design stage, the Procurement Unit at tendering 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 Project Management team in the finalization of technical inputs for contract amendments of civil works and engineering consultants' contracts during implementation phase;
- 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:
  - Review 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 Construction 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/variations, based on the evidence found at sites;
- Timely report to the Project Management team at the 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 Project Management Team and the Bank technical team during site visits;
- Perform other related technical tasks as required.

### **C. Required Qualifications**

1. Master's Degree in Civil Engineering or related engineering field;
2. At least 8 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.

### **D. Implementation arrangements and reporting requirements**

The employment contract with the Civil Engineer will be signed for a 1 year period. The contract may be extended, subjected to satisfactory performance and the extension of the I2Q Project.

The Engineer will directly report to the Program Manager/Executive Director of the MDF.

The MDF will provide:

- (i) all relevant documents and materials related to the assignment;
- (ii) suitable office in the MDF premises;
- (iii) project related transportation;
- (iv) health insurance;

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.

**E. 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.

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

The Consultant works under direct supervision of the Program Manager of the World Bank financed projects.