**Albania**

**CLIMATE RESILIENCE AND AGRICULTURE DEVELOPMENT PROJECT (CRAD)**

**TERMS OF REFERENCE *Draft***

**Technical Specialist/Engineer of PMT**

**(Ref. No. AL-MARD-389964-CS-INDV)**

1. **BACKGROUND**

The World Bank is assisting the Government of Albania (GoA) with the financing of the Climate Resilience and Agriculture Development project (CRAD). This project aims to increase competitiveness and climate resilience of priority agri-food value chains. The expected outputs from the project are: (i) increased supply/sales to local agri-food businesses, (ii) increased agricultural productivity and production, lower costs and extended production season (iii) improved traceability, farmer’s market integration and the compliance with food safety and quality requirements, (iv) evidence-based decision making for resilience and sustainable agri-food systems.

The Project consists of the following components, which will support the project objective:

1. Promoting Climate Smart Agriculture and Access to Markets
2. Enhancing Compliance with Food Safety and Quality Standards
3. Strengthening Evidence-based Analysis Capacity of MARD and Municipalities

The Ministry of Agriculture and Rural Development is the lead implementation agency for this Project (MARD). The MARD have a project coordination and management as well as safeguards and fiduciary responsibility for the Project through its Project Management Team (PMT). The PMT is headed by the Project Coordinator (appointed MARD staff at the level of General Director) and include: a Project Manager, Component Leaders, Procurement Specialist, Financial Management Specialist, Environmental Specialist, Social Specialist/Gender focal point and Technical Specialists (i.e., engineer, IT, etc.) as deemed necessary to support project implementation. The MARD has appointed civil servants as Project Coordinator, Component Leaders and M&E Specialist. Civil servants of institutions that will be involved in supporting the implementation of project activities will be appointed as focal points for the various activities as deemed necessary.

The PMT will monitor and evaluate the Project results framework and will include core staff responsible for technical and fiduciary management.

MARD publishes this ToR with the aim to select an individual consultant as Technical Specialist/Engineer of PMT that will be a team member of the PMT and will support in daily implementation of the Project.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective of this assignment is to provide support to MARD/PMT in monitoring the civil works and supervising contracts related to the Project and to ensure that all activities in civil works and supervision services are as per the WB/contract standards.

1. **SCOPE OF WORK**

The specific functions and responsibilities of the Technical Specialist/Engineer of PMT include, but are not necessarily limited to:

* Be responsible to oversee and confirm the work of the supervision company with regard to technical approval of interim payment certificates, measurements sheets and laboratory testing.
* Conduct site inspection of the works, two or three times per week, together with Supervision and beneficiary, check documents and prepare reports as necessary. Participate at meetings between contractor and supervisor and report to PMT Project Manager.
* Reviewing variation orders of works proposed by contractor and approved by the supervisor.
* Checking supervisory consultant performance and issuing official approval for their periodically performance for the payment purpose.
* Ensure that implementation of the works is in accordance with the specifications and design or any approved variation order.
* Assist supervision and PMT on preparation of documentations and reports for any necessary permission during the implementation.
* Support the PMT Manager and PMT staff in the contract supervision and management for works, goods and services related to the civil works and supervision contracts under the Project.
* Assisting during the bidding process for civil works (Review of design, environmental and management plans, preparation of technical part of bidding documents for all CW of the Project, preparation of technical clarifications and technical addenda, where necessary, participation in Pre-bid clarification meetings, preparation of bid technical examination and bid technical report for civil works etc).
* The Technical Specialist/Engineer will monitor the works contracts and ensure that contractual clauses, whether related to quality or quantities of work, are respected. He/she will make the necessary measurements and control the quality of works and supervisor performance. He/she will officially report and coordinate with the supervision contractor as below: Administering the civil works contracts in accordance with the contract specifications, Bill of quantities and designs, through preparation and submission monthly progress reports. Checking the Contractors’ work programmes and the sources of materials; Approving monthly interim certificates for the payments purpose and certify completion of parts or the totality of the works; Advising the PMT and MARD in ordering the Contractor or Supervisor to carry site testing and procedures where required; other deliverable related to the scope of work.
* Populate Contract Management Module in Systematic Tracking of Exchanges in Procurement (STEP) with data on contract implementation.
* Other technical activities necessary for the successfully implementation of the Project, as directed by the Project Manager.

1. **REPORTING OBLIGATIONS**

The Technical Specialist/Engineer of PMT will report to and work under the direction of the PMT Project Manager.

1. **CLIENT’S CONTRIBUTION**

The Client will provide office space and equipment required for the CRAD’s Technical Specialist/Engineer of PMTto perform the tasks assigned as well as the reimbursable expenses (per diem, fuel or vehicles, etc.).

1. **QUALIFICATION**

* University degree in disciplines related to the Faculty of Civil Engineering and Architecture;
* At least 7 years of general professional experience in the field of assignment as designer/Resident Engineer, etc.;
* Experience in projects related to design/ assistance/ monitoring activities for construction/ rehabilitation works in water supply & sewerage and/or in irrigation & drainage systems would be an asset;
* Experience in contract management under the FIDIC and the World Bank will be an advantage;
* Record keeping, very good technical writing skills and ability to prepare the reports;
* He/she must have good knowledge of the Albanian and English language;
* Computer literate with practical experience using Microsoft office program.

Applicants that fulfill the minimum qualification requirements will be further evaluated based on the below evaluation grid for the position:

|  |  |
| --- | --- |
| Evaluated expertise | Points |
| General Experience | 30 |
| Adequacy for the assignment | 60 |
| Language and computer skills | 10 |
| Total | 100 |

1. **TERMS OF THE ASSIGNMENT**

* The Consultant shall be engaged on full-time basis. The remuneration will be paid on a monthly basis.
* The Consultant will be offered opportunities to develop professionally by attending relevant training events and courses during the term of the contract.
* The type of contract for this assignment is Time Based Contract.

1. **SELECTION AND CONTRACTING**

The consultant will be selected based on Selection of Individual Consultant (IC). in accordance with the procedures set out in the World Bank’s Procurement Regulations for IPF Borrowers, Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services July 2016 (revised November 2020).

1. **DURATION**

The initial duration of the assignment is 12 months, with a probation period of 3 months, from contract signing and/or entry into force of the contract, with the option of renewal for the entire Project implementation period (60 months), based on satisfactory performance.