

Sava and Drina River Corridors Integrated Development Program

Terms of Reference

PIU SENIOR CIVIL ENGINEER

1. Background

Sava and Drina River Corridors Integrated Development Program (SDIP) aims to accelerate regional economic cooperation in the Western Balkans and help strengthen the institutions and procedures through which the Sava riparian countries collaborate. SDIP will be implemented through a sequential and simultaneous two-phased programmatic approach with five participating countries: Serbia, BiH, Montenegro, Croatia and Slovenia. The objective of the Phase I of the Project is to improve flood protection transboundary water cooperation in the Sava and Drina River Corridors. The proposed SDIP Program Phase I comprises of the following components:

- (i) Component 1: Integrated Management and Development of the Sava River Corridor – this component will finance investment in renovation and upgrading of flood protection infrastructure to reduce the risk and impact of floods, thereby increasing the resilience of the riparian countries to climate related threats.
- (ii) Component 2: Integrated Management and Development of the Drina River Corridor – this component will support multipurpose investments along the Drina River to reduce the risk of flood in Phase I. It will facilitate the implementation of actions, management measures and investments identified by the Drina River Strategic Action Plan being prepared under the ongoing Western Balkans GEF-SCCF Drina River Basin Management Project.
- (iii) Component 3: Project Preparation and Management – this component will support preparation of Phase II activities and operational costs, consultancies, non-consultancy services and goods required for the establishment and operations of the PIUs.
- (iv) Component 4: Regional Activities – this component aims to strengthen strategic regional dialogue, joint planning and sustainable management and development of the shared water resources in the Sava and Drina River Basin, including building resilience to climatic shocks.

Senior Civil Engineer will be a member of the PIU and will work in collaboration with the Contract Management Officer and Social/Environmental Specialists in the procurement and implementation process for services, works or goods and help the Contract Management Officer in all procurement and contractual issues related to the technical matters of particular projects. The Senior Civil Engineer will work closely with the PIU Civil Engineer, Contract Management Consultancy Firm which will be responsible for the quality, time, and cost control for implementation of the flood protection works and goods contracts.

2. Scope of Services

All the works contracts under Components 1 and 2 are based on construction where the Employer already has all the detail designs ready, prior to the tendering process, therefore the scope of services and objective of hiring an experienced Senior Civil Engineer within the PIU is as follows:

- Internal checking completeness of existing detail design concerning all needed kinds of designs, drawings, technical specifications and bill of quantities,
- Contributes to the preparation of Project Procurement Plan;
- Preparation of certain parts for all tenders for works
 - Terms of Reference,
 - Bill of Quantities,
 - Technical specifications, and
 - Drawings to be inserted in tenders
- Work closely with the Contract Management Officer/PIU Civil Engineer/ Construction Supervision Consultancy Firm responsible for the quality, time, and cost control for implementation of the flood protection works
- Coordinate with Public Water Management Companies and other relevant authorities to ensure all Government permits are obtained and kept up to date / on file, to facilitate the construction works.
- Making sure that all design work and specifications to be developed are in accordance with construction norms enacted by the Government of Serbia.
- Monitoring the design, supervision and technical control consulting services, as well as the progress of works at all stages to ensure that the quality and quantity of works are in accordance with the provisions stipulated in the awarded works contract, including continuous updating of information on civil works progress at each building site;
- Carry out periodic site visits to monitor progress of works and to assist for the resolution of issues.
- Create/maintain the database of contract administration (insurance, managements' meetings minutes, work schedule, correspondence regarding the execution of the contract, paying certificates etc.)
- Review and advise on any claim determinations or variation orders put forward by the supervision consultant.
- Monitor, review and provide comments (where necessary) on consultants outputs – against the requirements of the terms of reference.
- Review and carry out periodic technical audits of the consultants contract management, document control and quality assurance systems.
- Reporting to the Project Director and Directorate for Water on any delays in completing a construction project (or a portion thereof), that can have a significant financial impact on the owner and the contractor; proposing solutions to overcome any problematic issues that may arise during contract implementation;
- Assisting in the overall coordination of field work of contractors, end-users and local authorities in order to support the implementation of the project;
- Verifying invoice payments for design and supervision, technical control and civil works;
- Providing ad hoc briefings and reports on project implementation status as required;
- Assisting the Project Director in producing the overall project implementation reports to the World Bank and the Directorate for Water;
- Advising the Directorate for Water on issuing provisional/final acceptance certificates for works on each site;
- Together with the PIU Coordinator coordinate work of the PIU Union Civil Engineer;

- Performing any other appropriate tasks as determined by the PIU Director and/or officials of the Directorate for Water.
- He/she reports to the PIU Director.

3. Institutional Arrangements

The PIU Senior Civil Engineer will be a member of the PIU team established in the Ministry of Agriculture, Forestry and Water Management – Directorate for Water and will work under the authority of the PIU Director/Project Coordinator and in close collaboration with the Public Water Management Companies and Works Supervision Team.

4. Reporting requirements

The Consultant is obliged to report to the PIU Director.

Minimum reports to be prepared:

- Monthly Reports-The Consultant shall prepare the monthly reports describing tasks performed. This report will form a basis for payment and should be submitted at the end of each month to the PIU Director for approval.
- A report on each of the sites in which civil works will take place/are in progress
- Ad hoc reports requested by the PIU Director and/or RDW.

All reports should be submitted in English and /or Serbian language, as needed.

The reports and information required may change depending on project priorities. All reports should be submitted in English and/or Serbian language, as needed. The timing of deliverables and their detailed content will be agreed with the Project Director.

5. Terms and duration of the Assignment

This is a full-time position during the lifetime of the project. The Consultant shall not have other full or part-time assignment during the engagement under this contract.

The Contract will be the Standard World Bank Time-Based Contract for Small Assignments, entered into between the PIU Senior Civil Engineer and the Ministry of Agriculture, Forestry and Water Management – Directorate for Water, as a Client.

6. Qualifications

- University degree in civil engineering;
- At least 13 years of experience in implementation of design and construction works;
- Excellent knowledge of the current Serbian Law on planning and construction and by-laws as well as institutional set up in water sector;
- Excellent knowledge of the FIDIC contract rules;
- Excellent knowledge of Serbian and English language, both written and spoken;
- Computer literacy, Word, Excel, PowerPoint;
- Obtained License no 310 is preferable,
- Driving license/B category,

- Previous experience in similar assignments, preferably with International Financing Institutions and/or donor-funded projects will be an advantage.

7. Confidentiality

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

8. Selection of Consultant

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants as set out in the Regulations (July 2016 Revised November 2017 and August 2018).

The evaluation criteria for this assignment are:

- Specific Experience relevant to the Assignment (60) Points
- Qualifications and Competence relevant to the Assignment (40) Points