

Terms of Reference and Scope of Services of the Civil Engineer

Title of position: Civil Engineer
Project title: The LLF-Project for Improving of Maternal, Neonatal, and Child Health in the Four Districts of the Khatlon Region of the Republic of Tajikistan
Project No.: TJK1029

Background: The Ministry of Health and Social Protection of Population of the Republic of Tajikistan has received financing from the Islamic Development Bank (IDB) respectively, in the amount of USD 23,000,000 to finance the LLF-Project for improving maternal, neonatal and child health services in the four districts of the Khatlon region of the Republic of Tajikistan».

The Project objectives are: i) Enhancing availability/accessibility of Maternal, Neonatal, and Child Health (MNCH) services; ii) Institutional and human resources capacity building in the targeted health facilities; iii) Improving public awareness and health-seeking behavior; and, iv) Establishment of a functional referral system in the Khatlon region.

Project Components: The Project comprises the following components: i) Provision of equipment and medical supplies and civil works for construction/rehabilitation of hospitals/clinics; ii) Inter-related studies and training courses for supporting institutional and human resource capacity building; iii) Community mobilization and awareness campaigns; and, iii) Support to the Project management.

A dedicated full-time Project Management Unit (PMU) is established within the Ministry of Health and Social Protection of Population of the Republic of Tajikistan (hereinafter called “the Ministry”) to ensure efficient management of the project and implementation of the Project within its scope/timeline.

The Ministry is recruiting a Civil Engineer, who will function under the supervision of the PMU Manager and provide continuous support to project implementation, supervision and monitoring of the civil works operations. The details of the specific assignments/tasks of the civil engineer will be as follows:

Scope of Work and Deliverables:

- Close work with the relevant departments of city and district authorities and other state institutions on issues related to the construction/rehabilitation of health facilities;
- Pre-tender assessment of all Central District Hospitals/Dangara Polyclinic buildings in order to determine/ascertain the volume of construction and installation works and their preliminary cost;
- Review detailed design, financial estimation and other technical documentation of the targeted Central District Hospitals/Dangara Polyclinic;
- Participation in research, design, engineering and technological work for construction/rehabilitation of the targeted Central District Hospitals/Dangara Polyclinic;

- Adoption of measures aimed at improving the quality of design and cost estimates and reducing the consumption of material resources in the construction of the targeted Central District Hospitals/Dangara Polyclinic;
- Participation in the preparation of design assessments and organization of engineering surveys for the development/finalization of detailed design and other technical documentation;
- Exercising control over the technical quality of design, urban planning and architectural planning decisions, economical use of funds for design, surveys and works, as well as the timeline for the development of design estimates;
- Ensuring of the compliance of the developed design and estimate documentation with state standards, norms, and rules;
- Coordination with the relevant organizations and examination bodies in close collaboration with the Project Supervision Consultant;
- Resolving issues arising in the design and construction process, organizing work to eliminate detected defects in design estimates and other technical documentation, as well as accounting for the expenditure of approved estimates;
- Monitoring the implementation by subordinate employees of their duties on labour protection, their compliance with the requirements of legislation on labour protection, conducting in a professional manner briefing on labour protection with employees;
- Ensuring high quality technical and economic design of the targeted Central District Hospitals/Dangara Polyclinic based on the use of the latest achievements of science and technology, the most appropriate and economical design solutions;
- Verification of tender prices and authenticity of documents submitted by bidders and verification of the qualifications and capacities of applicants;
- Organization of PMU activities in relation to consultants, contractors, suppliers and decision-makers in accordance with the established procedures;
- Direct supervision of the fulfilment of the terms of the contract by Consultants, Contractors and Suppliers;
- Regular visits to construction sites of project areas and making entries in the observation log;
- Monitoring and quality control of construction and installation works and contractors' compliance with the work schedule;
- Carrying out control measurements of the volumes of work submitted for approval by the project consultant;
- Carry out control measures at the targeted Central District Hospitals/Dangara Polyclinic;
- Timely verification of all construction documentation related to the progress of construction work, signing and approval of all construction documentation, including acts of work and consolidated statements of the volume of work performed;
- Prompt solution for all emerging issues and disputes;

- Providing the PMU Manager with weekly and, if necessary, daily information on the progress of construction and installation works at the the targeted Central District Hospitals/Dangara Polyclinic;
- Participation in solving problematic issues of the PMU;
- Performing other duties assigned by the PMU manager.

Essential Skills, Experience and Qualifications

- Master Degree in civil engineering or a related field or first-level university degree with 2 additional years of experience
- At least 8-year work experience in the field of construction/civil works;
- Good problem-solving skills and ability to think creatively, ability to perform multiple tasks and quick response;
- Knowledge of the local business environment in the construction industry;
- Knowledge of legislative and regulatory documents of the Republic of Tajikistan as relate to civil works;
- Knowledge of the fundamentals of the technology of work, the development and approval of construction plans;
- Knowledge of technology and methods of construction work, building codes and regulations, labour organization requirements during construction work;
- Knowledge of the development of design estimates and other technical documentation, the introduction of scientific and technical achievements and the experience of advanced enterprises in the field of construction;
- Knowledge of the rules and norms of labour protection, safety measures, industrial sanitation and fire protection;
- computer literacy: Windows XP, Excel, Word, AutoCAD, ARCHICAD, MS Project and ability to quickly learn new systems;
- Excellent written and oral communication skills in Tajik and Russian. Knowledge of English language will be an advantage.

Competencies:

- Communication skills: the ability to communicate appropriate and accurate information in written and verbal formats;
- Concern for accuracy and attention to details: the ability to ensure and maintain a high degree of accuracy and quality in work, including work under pressure and multiple assignments;
- Problem solving: ability to make reasonable judgment and take initiative in all operational processes and propose practical and realistic solutions to address them;
- Planning and organizing: ability to operate independently with minimum control, prioritize and schedule workload. Effectively manage high volume of multiple tasks;
- Team work: building effective communication and relationships both within and outside the team. Sharing knowledge, information and best practices with others;
- Results orientated: ability to ensure the goals and operational targets are achieved;
- constantly seeking to improve operational processes.

Contractual conditions

- The duration of the contract will be for the project implementation period (four years), subject to annual performance evaluation.
- The salary will be paid on monthly basis in accordance with the agreement to be signed with the Ministry and salary scale of the PMU agreed upon by the Ministry of Finance.
- The position will require regular travel to the project sites around Tajikistan. Travel expenses such as per diem, accommodation, etc. will be reimbursed as per appropriate procedures.
- The civil engineer will be provided a working place by the Ministry in Dushanbe or Khatlon region.

V. Required documents:

- CV and cover letter in Tajik & English;
- University diplomas and transcripts along with English Translation;
- Other relevant certificates.