

Sava and Drina River Corridors Integrated Development Program

Terms of Reference

JUNIOR 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.

Junior Civil Engineer will be a member of the PIU and will work in collaboration with the Civil Engineer, Contract Manager Officer and Safeguard Specialists. He/She will assist in the procurement process for services, works or goods and help the Contract Management Officer in preparation of procurement documents and issues related to technical matter of particular projects.

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 Junior Engineer within the PIU is as follows:

- Contributes to the preparation of Project Procurement Plan;
- Support in preparation of certain parts for all tenders for design and works:
 - Terms of Reference,
 - Bill of Quantities,

- Technical specifications, and
- Drawings to be inserted in tenders.
- Work closely with the Civil Engineer, contract management / construction supervision consultancy firm responsible for the quality, time, and cost control for implementation of the flood protection works
- Carry out periodic site visits to monitor progress of works.
- Create/maintain the database of contract administration (insurance, managements' meetings minutes, work schedule, correspondence regarding the execution of the contract, paying certificates etc.)
- Any other duties supporting the implementation of the Project, as directed by the PIU Director.
- He/she reports to the PIU Director.

3. Institutional Arrangements

The Junior 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 Utility 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.
- Ad hoc reports requested by the PIU Director and or RDW.

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

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 Director and the Ministry of Agriculture, Forestry and Water Management – Directorate for Water, as a Client.

6. Qualifications

- University degree in civil engineering;
- At least three (3) years of experience in design of the building and infrastructure projects
- Good knowledge of the current Serbian Construction Law and by-laws;
- Familiar with FIDIC contract rules;
- Good knowledge of Serbian and English language, both written and spoken;

- Computer literacy, Word, Excel, PowerPoint;
- Driving license/B category;

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)