Ministry for Communities, Territories and Infrastructure Development of Ukraine

Project “Ukraine Municipal Infrastructure Programme” (UMIP)

Programme Management Support Unit (PMSU)

**REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTANT SERVICES)**

**PMSU Engineer (District Heating and Energy Efficiency in Buildings)**

**(UMIP-CS-18)**

**TERMS OF REFERENCE AND SCOPE OF CONSULTING SERVICES**

1. **BACKGROUND**

Ukraine has received financing from the European Investment Bank (EIB) in the amount of EUR 400 m to support the UMIP under Finance Contract FIN No. 81.425, Serapis No. 2011-0487.

The Ukraine Municipal Infrastructure Programme (UMIP, Programme) is a multi-sector investment Programme with the Borrower, Ukraine, acting through the Ministry of Finance (MoF) in conjunction with the Ministry for Communities, Territories and Infrastructure Development of Ukraine (hereinafter – MIU). UMIP targets projects in the following sectors: district heating; energy efficiency in public buildings; municipal lighting; water supply, wastewater; solid waste management; health care COVID19 specific.

The Project will be implemented under the general supervision of the Ministry for Communities, Territories and Infrastructure Development of Ukraine. Programme Management and Support Unit (hereinafter – PMSU) has been previously established for the day-to-day management and coordination of the Project and provision of assistance to Final Beneficiaries participating in the Project in disbursement issues, financial management, reporting and other Project-related activities.

Implementation of the Programme shall be regulated by the Decree of the Cabinet of Ministers of Ukraine No. 70 dated January 27, 2016 On the Procedure for Preparation, Implementation, Monitoring and Completion of Economic and Social Development Projects of Ukraine Supported by International Financial Organizations, other legal acts of the Cabinet of Ministers of Ukraine, orders of MIU and Programme Procedures Manual.

The activities of the PMT are directly regulated by the provisions of the Procedure for the Activities of the Management Groups for Economic and Social Development Projects of Ukraine Supported by International Financial Institutions, approved by the Order of the Ministry of Finance of Ukraine, the Ministry of Economy and European Integration of Ukraine, the Ministry of Labor and Social Policy of Ukraine, the Ministry of Justice of Ukraine dated October 29, 2002 No. 905/308/550/93/5, registered with the Ministry of Justice of Ukraine on October 29, 2002 No 853/7141, Project Agreement, and the Project Operations Manual.

1. **OBJECTIVES**

The purpose of engaging the Engineer (District Heating and Energy Efficiency in Buildings) of the PMSU (hereinafter referred to as the Consultant) in the PMSU team is to ensure arrangements for engineering and technical support of contracting process under the Project, monitoring the technical part of contracts performance progress and technical assessment of progress made by final beneficiaries in the Project in achievement of Project indicators established under the Project.

The Consultant will support the PMSU Team to perform day-to-day operational activities relating to UMIP, in order to achieve the Programme objectives.

The Consultant will closely cooperate with the Head of the PMSU and other Consultants involved or related to the Programme implementation and shall take measures to ensure that the activities under engineering issues are performed in a joint, systematic, efficient and quality manner.

1. **SCOPE OF SERVICES**

The Consultant will perform its duties and act in response to requests from the Head or Deputy Head of the PMSU or other related to PMSU Consultants, if it is directly or indirectly provided for by these Terms of Reference and in line with principals of integrity;

In order to achieve the objectives, set out in these Terms of Reference, the Consultant shall, in particular, ensure clear coordination of the interaction of other Consultants involved or related to the Programme implementation, the responsible executor and/or beneficiaries with other organizations and institutions involved in the Programme, as well as with the EIB on the preparation and implementation of the Programme.

Engineer (District Heating and Energy Efficiency in Buildings) will perform the following tasks:

1. provision of technical support to the Project in terms of engineering and other issues related to project implementation in accordance with the EIB’s rules and procedures;
2. Analysis and review of technical and economic justifications received from the PIUs, identification of shortcomings, provision of recommendations, and, if necessary, proposals for appropriate corrective actions;
3. Analysis of project solutions, technical specifications, work requirements, work assignments, technical assessment reports, and other engineering documentation provided by t PIUs, identifying deficiencies, providing recommendations, and, if necessary, proposals for appropriate corrective actions;
4. Carrying out technical and engineering inspections of UMIP projects for compliance with the plan and specifications, drawing up written reports based on the results of the inspections;
5. Review of reports on the progress of projects, orders on changes to contracts, monitoring and implementation of the requirements of project decisions, state standards, building codes, and regulations, including requirements for the quality and scope of works implemented within the framework of contracts;
6. keep database and records about technical aspects of the contracts signed and implemented under the Project, including drawings, photos, sketches and explanatory notes as and if needed;
7. technical assessment of contracts progress performance;
8. technical monitoring of progress and report on achievement of indicators identified in the Finance Contract as well as other technical performance indicators showing progress of Project and grants implementation;
9. calculation of technical results indicators reports as required by Finance Contract;
10. technical support during the preparation and review of the Environmental and Social Impact Assessment Documentation;
11. review payment documents for completed works and delivered goods, change orders, in the part fulfilment of designs requirements, state standards, construction norms and rules, including works completed and equipment delivered under the contracts;
12. statements of acceptance verification for compliance technical part with the terms of contracts, amendments and guarantees/securities;
13. Analysis of technical solutions selected for UMIP projects and assessment of possible improvements when identifying major and minor deficiencies, assessment of appropriate actions to eliminate deficiencies;
14. Notification of PIU and contractors upon detection of any dangerous conditions on construction sites; upon detection of works that do not meet the requirements of the specifications, providing notices and recommendations on stopping;
15. performance of work due to non-compliance; consultation with supervisors regarding main deviations from specifications;
16. providing information for the preparation and submission to the Coordinator of a monthly progress report on the Project implementation and activities of the PMSU;
17. performance of other assignments as required under the Project.
18. **REPORTING**

The Engineer (District Heating and Energy Efficiency in Buildings) will report to the Head of the PMSU.

The Engineer (District Heating and Energy Efficiency in Buildings) will provide monthly reports to the Head of PMSU and to the Programme Coordinator on the results of the implementation of these Terms of Reference during the period of Services. The monthly reports shall include, inter alia, sufficiently detailed information on the Services provided by the Consultant during the reporting period.

The Project Coordinator may request submission of supporting draft documents, documents etc., which the Consultant prepares and works on during the assignment in collaboration with the PMSU team.

1. **PROVIDED RESOURCES**

* Workplace equipped with PC and telephone;
* Access to Internet, photocopier, printer and scanner;
* Project-related documentation;
* Relevant EIB documentation.

1. **REQUIRED EDUCATION AND QUALIFICATIONS**

* University degree in Engineering;
* Experience in District Heating sector / Buildings’ Energy Efficiency sectors including participation in infrastructure investments (designing, civil works, piping etc.) at least 5 years;
* Experience related to contracts management and implementation of Design, Supply & Install, Works, Small Works, Goods and other types of contracts at least 3 years practices
* Experience in the development of project documentation and supervision of works in the District Heating sector / Buildings’ Energy Efficiency;
* Previous experience working with companies/utilities in the sectors of District Heating sector / Buildings’ Energy Efficiency sectors;
* Fluent Ukrainian language, including knowledge of engineering, economic and technical terminology relating to the Project;
* Advanced level of PC skills, knowledge and practical skills of using standard MS packages (MS Word, Excel, Project, Power Point, AutoCAD), email and databases;

Desired:

* Experience of work with international agencies, international financial or donor organizations at least 3 years practices will provide an advantage;
* Experience related to the technical support and assessment during implementation of construction projects financed by IFIs at least 3 years practices will provide an advantage;
* Working knowledge of the EIB Guide to Procurement[[1]](#footnote-1) will provide an advantage;
* A high level of interpersonal and management skills and ability to work with teams in the organization at all levels. Must be able to work under pressure and tight deadlines;
* Fluency in English will provide an advantage.

1. **PLACE, DURATION AND PAYMENT FOR SERVICES**

The services shall be provided in the city of Kyiv until December 2026 with the possibility of extension. The services will be provided on a full-time basis. The probation period - 3 months.

In case of unsatisfactory performance of the functional duties defined by this ToR, the contract may get terminated upon completion of the probation period. The contract may be extended beyond 3 months based on mutual agreement, subject to satisfactory performance of the terms specified under this ToR.

Expressions of interest (in a format of CV) in English or Ukrainian language must be delivered to the following e-mailі: [v.humenna@mtu.gov.ua](mailto:v.humenna@mtu.gov.ua); [z.freishyn@mtu.gov.ua](mailto:z.freishyn@mtu.gov.ua); with the subject: “Individual consultant – PMSU Engineer (UMIP-CS-18)” until September 13, 2024, 12:00 pm local time.

A consultant will be selected under Negotiated Procedure as per EIB Guide to Procurement, rev. March 2024.

1. [Guide to Procurement for projects financed by the EIB](https://www.eib.org/en/publications/guide-to-procurement) [↑](#footnote-ref-1)