**Terms of Reference**

**“Contract monitoring / Civil works Engineer”**

**For original HSIP and AF**

**Introduction**

Recently the Government of Albania has received a loan from IBRD under the project Health System Improvements Project to improve access and efficiency of health care services in Albania. The Project Development Objective (PDO) is to contribute to improving the efficiency of care in selected hospitals in Albania, improving the management of information in the health system, and increasing financial access to health services. The Albania Health System Improvements Project (AHSIP) will support:

1. reforming the hospital sector by creating a sound legal framework and management structure for efficient service provision, strengthening performance management and planning, overcoming operational constraints in service delivery, supporting rationalization of the hospital network, and strengthening the referral system;
2. improving monitoring and management of service quality and efficiency through the establishment of a health management information system and of a medical equipment management and maintenance system; and
3. reforming the health financing and provider payment systems, improving capacity of the HIF for strategic purchasing, strengthening systems for efficient purchasing/distribution of pharmaceuticals and medical supplies, and assessing options to expand insurance coverage within the available fiscal space.

The Project will be implemented over a period of five years.The MoH has overarching responsibility for the health sector and related policy oversight. The Health Insurance Fund (HIF) and the National Health Information Center (NHIC) will also be responsible for, or will contribute to, technical implementation of specific Project components or sub-components. The MoH will have fiduciary responsibility for the Project through a Project Coordination Unit (PCU) which will be established within MoH.

The Deputy Minister of Health, as Project Coordinator, will be responsible for the overall Project oversight and coordination within the MoH and across key institutions (e.g., HIF, NHIC) as has been the case in most other projects. Technical working groups may be established for each of the three main components to provide technical advice and coordination during implementation. The Project will require clear implementation oversight, regular consultation with key stakeholders as well as decision making mechanisms to prevent and address bottlenecks. The Deputy Minister will also be responsible for taking decisions on strategic issues that may arise during implementation, in consultation with the Minister of Health

A Project Coordination Unit (PCU) will be established within the MoH to support implementation of the Albania Health System Improvement project.

The Deputy Minister of MoH will be the overall Project Coordinator. The PCU, headed by the Project Manager, will include core staff responsible for fiduciary and safeguard management, and will include a limited number of technical staff (component and activity coordinators) who will coordinate activities planned under each of the components. The Project Manager will have a defined level of responsibility for operational issues. The PCU will monitor and evaluate the Project results framework and will include core staff responsible for technical and fiduciary management, such as a full-time Project Manager, and IT coordinator, a Civil engineer, a Procurement Expert, a Financial Management Expert and an Office Assistant.

**Objective of the assignment**

The Objective of this assignment is to hire a full-time “**Contract monitoring / Civil works Engineer ",** who will oversee and coordinate the civil works activities and other related activities, which are planned to be financed under the HSIP project.

**Scope of Work**

The selected Consultant shall assist PCU and MoH staff by providing a range of services that will ensure that the civil works for the physical closure and environmental remediation of the facilities are designed, carried out and monitored in line with good local practice and law, to the satisfaction of the main stakeholders.

The consulting engineer shall provide assistance for:

* 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.
* Daily inspection of the works together with Supervision and beneficiary. Participate at meetings between contractor and supervisor and report to PCU 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 performance/ timesheets for the payment purpose.
* ensure that implementation of the works are in accordance with the specifications and design or any approved variation order
* Assist supervision and PCU on preparation of documentations and reports for any necessary permission during the implementation.
* Support the PCU staff and PCU director in the contract supervision and management for works, goods and services under the Project.
* Other technical activities necessary for the successfully implementation of the Project , as directed by the Project Manager.
* 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).

**Reporting Requirements**

The Consultant will monitor the works contracts and ensure that contractual clauses whether related to quality or quantities of work, are respected. It will make the necessary measurements and control the quality of works and supervisor performance. He/she will official report as below:

1. Issuing the official orders to commence the works;
2. Issuing the official letters of works completion, handover and letters of acceptance.
3. Administering the civil works contracts in accordance with the contract specifications, Bill of quantities and designs, through preparation and submission monthly progress reports.
4. Checking the Contractors’ work programmes and the sources of materials;
5. Approving monthly interim certificates for the payments purpose, and certify completion of parts or the totality of the works;
6. Advising the PCU and MoH in ordering the Contractor or Supervisor to carry site testing and procedures where required;
7. Ensure that all site activities follow the requirements of the MoH in all matters related to the Environmental Management Plan (EMP) and Maintenance Programme;
8. other deliverable related to the scope of work.

**Reporting Requirements**

The Supervisor/Civil works Engineershall work under the general supervision of the PCU Project Manager, who will facilitate the Consultant’s access to the necessary documentary materials as well as access to the key stakeholders to the assignment. He/She will be responsible for preparation of biweekly, quarterly and annual report and submit to PCU Project Manager.

**Qualifications**

The Consulting Engineer shall have a minimum relevant experience of five (5) years as civil engineer/ works supervisor. Also, it is expected that the consulting engineer shall be proficient in English language and computer literate.

* University degree in civil works, architecture or equivalent related fields,
* General experience on the Construction field not less than 5 years.
* Experience in supervision, construction and maintenance of public and administrative buildings. Experience in civil works contract monitoring of health services and/or hospital buildings is an advantage;
* Previous experience in analyses, inspections and monitoring of civil works contract management as per the Albania law requirement ;
* Working experience in the WB financed project or other international organization it is preferable.
* Experience or knowledge as material engineer is preferable
* Sound and good knowledge of Government rules and legal requirements in Albania in related to development permit, design standards and supervision.
* Very good Command of Albanian and English language (spoken and written) is essential.
* Excellent computer skills and knowledge of the MS Office suite (primarily Word, Excel, PowerPoint, Auto Cad), and online document-sharing platforms;

**Restrictions**

In addition to the standard conflict of interest restrictions specified in the consulting contract, all materials created under this Contract will remain the sole property of the Ministry of Health, HSIP Project Coordination Unit. Re-use of the materials will require the formal, written approval of the, HSIP Project Coordination, Ministry of Health. The Consultant shall have no material interest in any of the outputs of this assignment.

On the commencement of the assignment, the Civil engineer will jointly prepare with the HSIP Project Coordination Unit, Ministry of Health, a statement of confidentiality that will bind the Consultant to non-disclosure of any sensitive information that he/she may become knowledgeable of in the course of the assignment.

The terms of this agreement shall be made consistent with the relevant privacy laws of the Republic of Albania.

**Time-frame for the assignment**

The Supervisor/Civil works Engineer should be an **Individual Local Consultant**. The selection method to be applied is **Individual Consultant Consultants (IC),** in accordance with the procedures set out the World Bank’s *Guidelines Selection and Employment of Consultants Under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*” (January 2011, revised July 2014). The assignment is expected **to last 6 months (until project completion date)**, with 3 months trial period, from contract signing with option of renewal, based on satisfactory performance. The contract shall be time based.