

PROJECT IMPLEMENTATION UNIT SUPPORT TEAM**TECHNICAL SPECIALIST (CIVIL ENGINEER)****TERMS OF REFERENCE****1. BACKGROUND**

The European Bank for Reconstruction and Development (“EBRD” or the “Bank”) will provide financing to the Republic of Armenia (the “Borrower”) to finance construction of a Customs and Logistics Centre in Yerevan, Armenia (“Yerevan CLC”).

Yerevan CLC will provide essential capacity to absorb increasing demand in the medium- and long-term horizons. It is expected to increase efficiency and transparency of customs operations, improve the quality, and introduce time reductions required for customs clearance services through the application of the “One Stop Shop / Single Window” concept. The utilisation of high-quality scanning and inspection equipment at both sites will significantly reduce the existing practices for time consuming, manual handling of cargo.

Yerevan CLC, along with similar project in the Syunik region, is targeted to be one of the first two public buildings to have achieved green building certification, namely Leadership in Energy and Environmental Design (“LEED”) certification with a minimum level of Silver or equivalent. Certification through reputable certification schemes, such as LEED, ensures that new buildings are designed and constructed according to a low carbon trajectory.

In addition to the abovementioned project, the EBRD has already provided financing to support Meghri BCP Modernisation project, as well as Syunik Customs and Logistics Centre. The beneficiary and the implementing agency for all mentioned projects is the State Revenue Committee of Armenia (the “SRC” or the “Client”). The Bank is considering further investments for the benefit of the Client in near future.

Meghri BCP Modernisation, Syunik Customs and Logistics Centre and Yerevan CLC (together the “Projects”) also benefit from number of technical cooperation assignments, carried out by various consultants, including Project Implementation Support (“PIS”) consultants.

All projects are or will be implemented by the Project Implementation Unit (the “PIU”) established within the SRC.

In order to ensure efficient and effective implementation of the Projects, a PIU support team of up to 4 local experts (**Project Manager, Procurement Expert, Technical Specialist / Civil Engineer, Environmental and Social Expert**) will be embedded within the SRC’s PIU for a period of one year, with the possibility of an extension of one more year subject to the review of the performance of the experts on an annual basis by the Client. The PIU support experts (the “Experts”) will be embedded within the PIU and provide capacity support to the SRC to ensure timely and efficient implementation of the Projects (the “Assignment”).

These Terms of Reference (TOR) specifically refer to the Experts’ objectives and scope of work.

2. OBJECTIVES

The overall objective of the Assignment is to support the SRC with the timely and effective implementation of the Projects.

The investments and consultancy services for the Project are being or will be procured in accordance with the EBRD Procurement Policies and Rules (“PPR”). The Projects will also be implemented in accordance with EBRD’s Performance Requirements under the 2019 EBRD Environmental and Social Policy, and the requirements of the respective Environmental and Social Action Plans (“ESAP”) and Stakeholder Engagement Plan (“SEP”) and should not violate the requirements of the national legislation of the Republic of Armenia.

3. SCOPE OF WORK

All experts, including a Technical Specialist / Civil Engineer, will work closely with the PIS consultants and, as appropriate, SRC’s relevant departments.

Job Description: Technical Specialist / Civil Engineer (Engineer)

Location: Yerevan, Armenia

Employer: State Revenue Committee of Armenia (SRC)

Job Purpose:

The Engineer will report to the Project Manager and will closely collaborate with the sustainable construction consultants engaged in preparation of buildings to sustainable certification, designing and supervision teams, PIU and other stakeholders. The Engineer will be responsible for the provision of information, analysis, review, inputs, or other contributions for all relevant technical aspects of procurement and works/contracts supervision related to the Project.

Key Responsibilities:

- Coordinate exchange of required initial technical data, including the technical conditions between the SRC, PIS consultants and other third parties, required for the Project implementation and to be provided as the base data for the contract in order to minimize the risk of the cost and time overrun.
- Contribute to the development of specifications and other documentation required under the procurement procedures for goods, works, and services.
- Participate in the review and approval (by the PIS consultant in its capacity of Engineer) of the contractor's construction and installation program, drawings, and other documents, supervision of the execution of contract documentation.
- Ensure timely obtaining the local design approvals by responsible bodies, if this is foreseen by local regulations and legislation.
- Proactively collaborate with the SRC and PIS consultants on any identified non-compliance of the design likely to cause material delay or other adverse consequences.
- Collaborate with the sustainable construction consultants to ensure that project will meet required level of certification under LEED scheme.
- Contribute throughout the Construction Risk Assessment with the aim to manage and reduce/eliminate hazards and risks.
- Proactively collaborate with the PIS consultant throughout Programming and Monitoring Progress including review of the Consultant's reports and outputs and, as the case may be, provision of relevant comments/input; participate in monthly meetings (“Project Team Meetings”) to be convened by the Consultant and report to the Project Manager as may be required.

- Review Engineer's Work Programme Report and Contracts Monthly Progress Reports to be produced by the PIS Consultant, provide comments/input, if relevant; review and analyze any other reports related to the progress of CLCs construction prepared by consultants.
- Participate in checking the quality of work and building materials used, as per technical specifications, control over the use of material, and quality certificate of building materials and products.
- Attend during supervision by the PIS consultant of construction and installation works performed by contractors to ensure their compliance with working documentation, applicable standards, construction quality, and contract specifications, including relevant ESAP commitments.
- Attend during supervision control and certification together with the PIS consultant of the amount of work performed for payment to contractors, and suppliers.
- Proactively collaborate with the PIU and the PIS consultants to the extent relevant throughout contracts administration and supervision of the works contracts.
- Control over the acceptance of completed construction projects by the local authorities and the transfer of facilities into operation.
- Report to the Project Manager on a regular basis on construction progress and provide other reports as may be required.
- Ensure compliance with the national norms and rules for environmental protection and EBRD Performance Requirements when performing construction and installation works.
- Contribute to the extent relevant to the preparation of regular reports to the EBRD, government agencies, and other relevant stakeholders on the overall progress and results of the Project.
- In addition, the Engineer will be involved in the preparation and, as the case may be, implementation of any follow-on phases of the Project to be financed by EBRD and actively participate in the organization of other activities/events with EBRD participation.

It is expected that the SRC will support the Experts in the above activities by facilitating the relevant contacts and the organisation of necessary discussions and meetings as well as ensuring coordination with other donors' activities to avoid overlap.

Qualifications:

1. General experience and qualifications:

- Higher education in civil engineering or similar technical education.
- Proficiency in English language is mandatory, Armenian language is preferable.
- High computer literacy.
- At least 5 years of relevant work experience and skills related to the tasks performed.

2. Specific experience

- Experience in similar IFI projects and sustainable construction will be considered an advantage.

4. IMPLEMENTATION ARRANGEMENTS AND DELIVERABLE

4.1 Assignment Duration and Implementation Arrangements

The assignment will be a duration of 12 months, with possibility of one-year extension, subject to satisfactory performance.

The Assignment is expected to start in Q4 2025. The Engineer is expected to work on a **full-time basis** (5 days a week) and are expected to exclusively work on this Assignment.

The SRC, in agreement with EBRD, will have the right to ask for the contract to be terminated / replacement found for Experts due to non-performance.

Experts will be paid on a monthly basis in equal instalments throughout the year.

It is expected that the Experts will be provided with furnished, serviced and maintained office accommodation in Yerevan by the SRC and the SRC will bear all administrative costs with prior approval of such.

All documentation related to the works is and will remain the property of the SRC after completion of the assignment. The Experts shall not publish, use or dispose of this documentation without the written consent of the stakeholders.

4.2 Confidentiality

All information enclosed in these Terms of Reference as well as that associated with the Assignment – including the deliverables and all other documents produced by the Experts in the context of this Assignment shall remain confidential.

4.3 Donor Visibility

The EBRD might require adequate visibility for its contribution. The Experts shall collect evidence of donor's visibility on all produced reports for the Projects. The final report shall detail the ways in which the donor's visibility requirements were adhered to.

4.4 Deliverables and Milestones

The list of key deliverables will be developed by the Experts one month after the commencement of the Assignment as per the Scope of Work and will be delivered in close collaboration with the other consultants.

The timeline for the key milestones in this Assignment as set out in the scope of services will be agreed during the inception phase between all parties: Client, consultants, experts, and the EBRD; and set out in a detailed work plan with mutually agreed deliverables and timelines.