unicef | for every child

TERMS OF REFERENCE

Construction Engineering Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Egypt, Office-based
DURATION OF CONTRACT	4.5 Months

Purpose of Assignment

UNICEF Egypt implements construction, rehabilitation and infrastructure improvement activities across several programmes, including but not limited to WASH and health. These interventions may include the rehabilitation of schools, primary healthcare units, hospitals, accommodation centres, water and sanitation facilities, and other child-friendly community infrastructure.

The construction portfolio requires specialized engineering support to ensure that infrastructure interventions are properly planned, designed, procured, implemented, monitored and handed over in compliance with UNICEF requirements, applicable Egyptian regulations, environmental and social safeguards, accessibility standards, health and safety requirements and principles of climate resilience and environmental sustainability. The purpose of this consultancy is to provide time-bound and deliverable-based construction engineering services to UNICEF Egypt. The consultant will review planned and ongoing infrastructure interventions, prepare and validate technical documentation, support procurement processes, monitor implementation and quality, and provide recommendations to address technical, contractual and implementation risks.

The assignment will strengthen UNICEF's ability to deliver safe, accessible, cost-effective, environmentally sustainable and child-friendly infrastructure, while ensuring the responsible use of programme resources and the timely completion of construction and rehabilitation activities.

Scope of Work

Under the supervision of the Chief of Child Survival and Development, the Construction Engineering Consultant will provide technical support for UNICEF construction and rehabilitation activities through the following functions:

Collaboration with UNICEF Programmes/Operations and Government Counterparts

- Provide technical support on construction project management to UNICEF Programme and Operations sections and government counterparts.
- Support the preparation of construction project proposals and relevant terms of reference and recommend appropriate implementation and procurement modalities.
- Work with government counterparts to develop cost-effective construction designs using locally available materials.
- Participate in steering and technical meetings, prepare presentations on project progress and follow up on agreed actions.
- Provide regular information on construction progress, address technical obstacles and contribute to donor, management and annual reports.

Preparation of Designs and Technical Documents

- Prepare scopes of construction works based on programme requirements, available budgets and site limitations, including deliverables and payment modalities.
- Apply relevant UNICEF norms and standards, including child-friendly design, accessibility, MOSS, MORSS and applicable green-building requirements.

- Review construction drawings, technical specifications and Bills of Quantities (BoQs) to ensure they are clear, complete and compliant with programme requirements, eco-efficiency and accessibility standards.
- Coordinate the endorsement of technical documents by relevant ministries.
- Follow up with design firms and government entities to obtain the required construction permits before works commence.

Support to Procurement Processes and Implementation Plans

- Support the Supply Section in preparing LPA requests and CRC submissions related to construction activities.
- Identify potential construction companies and engineering firms in the local market.
- Prepare terms of reference for engineering services, including design and site supervision.
- Prepare tender documents for construction works and engineering services.
- Participate in bidders' conferences and present the technical components of tenders.
- Prepare responses to technical questions raised by bidders.
- Support the organization of bidders' conferences and site visits.
- Evaluate technical proposals, prepare evaluation reports and support the analysis of financial proposals.

Monitoring of Construction Projects

- Conduct kick-off meetings with construction companies, engineering firms and relevant government counterparts.
- Monitor construction activities through regular site visits and technical meetings, including joint monitoring with government technical services.
- Follow up on progress against agreed milestones and review supervision reports to ensure compliance with required standards, quality, timelines and health and safety requirements.
- Apply appropriate monitoring and supervision tools, including documented inspection and hold points where applicable.
- Review and certify payments and variations, compile supporting documentation and monitor construction expenditures and progress certificates.
- Support contract administration, including amendments, variations, extensions and liquidated damages, and ensure that all contract-management documents are complete and properly archived.
- Participate in partial, substantial and final reception of works and verify the correction of defects during the Defects Liability Period.
- Prepare relevant completion and reception certificates.
- Prepare contract performance evaluations, support contract close-out in VISION and prepare final completion reports, including lessons learned.
-

3. Deliverables, deadlines and planned travel

Work assignment	Deliverable / Output	Deadline	Planned travel
Review project documentation and prepare construction workplan, monitoring tools and implementation schedule.	**Inception Report and Construction Work Plan.**	30 September 2026	None.
Review construction designs, technical specifications, Bills of Quantities (BoQs), scopes of work and prepare technical documentation required for procurement and implementation.	**Technical Documentation Review Report, including reviewed drawings, specifications and BoQs.**	30 September 2026	Two national missions (6 travel days).
Support implementation process with the Governmental counterpart, participate in technical evaluations, monitor construction progress through field visits, and provide technical recommendations to ensure compliance with UNICEF standards and contractual requirements.	**Technical Evaluation and Construction Monitoring Report submitted.**	15 November 2026	National travel to project sites (3 trips, 9 days total).

Work assignment	Deliverable / Output	Deadline	Planned travel
Provide technical oversight during project completion, support contract administration, verify completion of works, and prepare the final completion report including lessons learned and recommendations.	**Final Construction Completion Report and Contract Close-out Documentation submitted and approved.**	31 December 2026	National travel to project sites (2 trips, 6 days total).

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

4. Minimum requirements

- Education: Advanced university degree (Master's or equivalent) in Civil Engineering, Construction Engineering, Structural Engineering, Architecture, Construction Management, or another closely related engineering discipline.
- A first-level university degree **(Bachelor's) in one of the above disciplines combined with two additional years of relevant professional experience may be accepted in lieu of an advanced degree.**
- **Work Experience**: Minimum five (5) years of progressively responsible professional experience in construction project management, construction supervision, quality assurance, contract administration, or related engineering fields.

- Demonstrated experience in preparing and reviewing engineering designs, technical specifications, Bills of Quantities (BoQs), and tender documentation.
- Experience supporting construction procurement processes, technical evaluations, contractor supervision, and certification of works.
- Experience working with government counterparts and managing infrastructure projects.
- **Language**: Fluency in English (written and spoken) is required.

- **Knowledge/Skills**: construction project planning and management; construction supervision and quality assurance; design review and technical documentation; BoQ preparation and review; procurement and contract management; construction monitoring and reporting; Occupational Health and Safety standards; strong analytical, communication and report-writing skills; ability to work effectively with government counterparts, contractors and multidisciplinary teams; proficiency in Microsoft Office applications.

5. Desirable qualifications and experience

- Experience with development agencies, UN organizations or international organizations.
- Experience in WASH, health, education or public infrastructure projects.
- Emergency construction experience.
- Knowledge of Arabic.
- Knowledge of AutoCAD and project management software.
- Previous experience with UNICEF construction procedures and standards.
- Experience in construction of health facilities, schools and WASH infrastructure.
- Familiarity with UNICEF Programme Guidance for Construction Works.

6. Technical and financial proposals

Applicants shall submit a technical proposal including:

- Understanding of the assignment.
- Proposed methodology and implementation approach.
- Proposed work plan and timeline.
- Relevant experience in similar assignments.
- Availability for the assignment period.

Financial proposals shall be submitted as an all-inclusive lump-sum amount covering professional fees and all planned travel costs associated with the assignment. Financial evaluation will follow the UNICEF best value for money principle.