

## TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

**Title: Construction Specialist**

**Level: P-3**

**Appointment Type: Temporary Appointment**

**Duration: 364 days**

**Duty Station: Abuja, Nigeria**

**Reporting to: Project Manager**

### **BACKGROUND:**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in all aspects of the organisation's work—whether in programmes, advocacy, or operations. The equity strategy, which focuses on the most disadvantaged and excluded children and families, translates this commitment to children's rights into concrete action. For UNICEF, equity means that all children have the opportunity to survive, develop, and fulfil their potential, free from discrimination, bias, or favouritism. Wherever a child's chance in life is unequal—socially, politically, economically, civically, or culturally—their rights are compromised. Evidence increasingly demonstrates that investing in the health, education, and protection of a society's most disadvantaged members—not only enhances opportunities for all children to reach their potential but also contributes to sustained growth and stability within countries. This underscores why a focus on equity is essential. It accelerates progress towards the realisation of all children's human rights, the universal mandate of UNICEF as articulated in the Convention on the Rights of the Child, while simultaneously supporting the equitable development of nations.

### **PURPOSE OF THE ASSIGNMENT:**

The Construction Specialist reports to the Project Manager in Health Section in line with the Country Office (CO) organisational structure and is responsible for coordinating construction activities. Key responsibilities include planning, supporting procurement processes, preparing technical documentation, ensuring quality assurance, and monitoring construction works on-site. The incumbent collaborates closely with UNICEF Health and Supply/Operations teams to define construction interventions that meet programme objectives and deliver tangible results for children, while providing technical guidance and advisory support to Government counterparts and partners on construction project management.

### **MAJOR RESPONSIBILITIES:**

Below is a summary of key functions and accountabilities:

1. Prepare design and technical documentation, demonstrating awareness of emergency and resource-constrained contexts and applicable response procedures.
2. Provide support to the procurement process, including the evaluation of contract bids.
3. Monitor construction projects through site visits and progress reporting, ensuring high standards of quality control and quality assurance throughout the construction process.
4. Prepare and compile information required for the annual construction work plan, covering regular activities, ongoing projects, and initiatives in the pipeline.
5. Collaborate with UNICEF Programme and Operations teams for project needs and coordinate effectively with relevant Government counterparts.

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### **1. Construction Design Development and Technical Compliance**

- Lead the development and verification of technical designs, drawings, Bills of Materials (BOQ), and technical specifications for construction, incorporating engineering and safety risk assessments during the design phase, as well as ensuring clarity, completeness, and alignment with programme and construction requirements, eco-efficiency, and accessibility standards.
- Assess the structural suitability and integrity of proposed designs through the use of appropriate engineering software for structural analysis and simulation (e.g. load, stress, and stability analysis), ensuring compliance with relevant codes, standards, and safety requirements.
- Prepare the scope of construction works in accordance with Programme and Operations requirements, available budget, and site constraints; define technical milestones and deliverables and payment modalities for construction.
- Ensure all designs comply with national infrastructure regulations and government standards, considering local climate, natural disaster risks, and child safety requirements; reference applicable international building standards for any elements not addressed by local regulations. Ensure compliance with UNICEF technical standards and requirements, including those established by the Programme Division (PD), DFAM, and other relevant UNICEF norms.
- Assist Programme section in responding to emergency construction needs, in line with established emergency response procedures.
- Apply UNICEF norms and standards—including child-friendly principles, accessibility, MOSS, MORSS, and other relevant guidelines—to all construction projects, taking into account the local environment and available materials. Coordinate with the DFAM Field Support Unit to ensure compliance with green building standards where required.
- Coordinate with design firms and government counterparts to secure all necessary permits prior to the commencement of construction activities.

### **2. Procurement and Contract Support**

- Provide support to the Supply section in preparing Local Purchase Authorization (LPA) requests and CRC submissions, including preparation and submission of all supporting documents related to construction activities.
- Prepare tender documents for construction works and engineering services, participate in technical evaluations, bidders' conferences, and assessment visits of shortlisted companies, present the technical aspects of the tender, and respond to technical queries raised by bidders throughout the procurement process.
- Conduct market surveys to identify potential construction companies and engineering firms and prepare the terms of reference required for establishing local Long-Term Arrangements (LTAs) for engineering services, including design and site supervision.

### **3. Construction Monitoring, Supervision, and Contract Management**

- Organise pre-mobilisation and on-site kick-off meetings for construction with engineering firms and relevant stakeholders, including the government counterparts.
- Develop and implement a technical monitoring and supervision plan for construction

and conduct daily monitoring and supervision of construction activities through regular site visits, including joint monitoring with relevant government technical services and the Project Management Team (PMT); track progress against construction milestones, review site supervision reports to ensure compliance with norms, standards, and timelines, and verify quality and adherence to health and safety standards on-site.

- Develop and implement a project-specific technical construction quality control and quality assurance plan to ensure that work quality, progress, and the performance of engineering firms and construction companies meet the required standards throughout the project; apply a multi-layered approach to supervision and quality assurance, including documented hold and inspection points where applicable.
- Manage and document all variation orders systematically, including reviewing requests, assessing cost and schedule impacts, obtaining necessary approvals, and maintaining accurate records to ensure transparency and compliance with project requirements.
- Identify and assess potential risks for each construction project in advance, including technical, safety, environmental, and regulatory risks; develop mitigation measures and monitor risk management throughout the construction lifecycle to ensure timely resolution and minimal impact on project delivery.
- Certify completion of construction works at each key stage and milestone for construction, issue corresponding certificates to facilitate timely payment processing, and monitor the payment process to ensure payments are made without delays.
- Provide support to UNICEF Contract Administrator on contract management, amendments, variations, duration extensions, applying liquidated damages, etc. Ensure all documents/information required for contract management are available, complete and properly archived.
- Conduct regular monitoring and inspection of construction works during the Defects Liability Period (DLP) to ensure all identified defects are addressed, corrective actions are implemented, and project standards are maintained.
- Prepare Contract Performance Evaluation; provide support to UNICEF Contract Administrator on contract close-out in VISION; prepare the final completion report with the lessons learned for submission to the Construction Unit (SD) and AMS/NYHQ as necessary.
- Undertake any other duties or responsibilities as assigned by the Project Manager in support of project objectives.

#### **4. Preparation of construction Annual Work Plan (AWP)**

- Contribute to the development of the annual work plan for the construction activities of the assigned project, including determining priorities, setting targets and performance indicators, and monitoring progress to ensure results are achieved on schedule and meet performance standards.
- Prepare and compile information required for the annual work plan, covering regular activities, ongoing projects, and initiatives in the pipeline.

## **5. Collaboration with UNICEF Programmes and Coordination with Government Counterparts**

- Provide technical guidance and support on construction project execution, monitoring, and management to the PMT, as well as to Government counterparts; contribute to the development of child-friendly community infrastructure proposals and provide construction-related information to ensure inclusion in the Programme's AWP.
- Support Programme section in the preparation of construction project proposals, planning, and drafting of relevant terms of reference. Analyse project contexts and recommend appropriate implementation and procurement modalities.
- Collaborate with Government counterparts to develop innovative, cost-effective construction designs using local materials, and maintain an updated repository of best practices in construction and building design.
- Participate in steering and technical coordination meetings, including the PMT, support in preparation of presentations on project progress, and follow up on agreed actions to ensure timely project implementation and monitoring.
- Provide Programme section with regular updates on project progress, identify and resolve technical challenges, and draft relevant sections of project reports for donors, management, and annual reporting purposes.

### **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED:**

#### **Education:**

- An advanced university degree (Master's or equivalent) in Structural Engineering, Civil Engineering, Construction Management, Architecture, or a related technical field is required. A specialisation in Structural Engineering is highly desirable. A first-level university degree with additional two-year of relevant experience may be accepted in lieu of an advanced degree.

#### **Experience:**

- A minimum of five (5) years of progressively responsible professional experience in construction project management and operation, with demonstrated expertise in structural design, analysis, and supervision of infrastructure projects.
- Proven experience in the preparation and review of structural designs, calculations, drawings, Bills of Quantities (BOQ), and technical specifications.
- Strong knowledge of structural engineering principles, building codes, and standards, including the ability to ensure structural safety, integrity, and resilience in varying environmental and risk contexts.
- Demonstrated experience in procurement processes, including preparation of tender documents and evaluation of technical and financial proposals.
- Experience in construction supervision, quality assurance and quality control, and

contract management, particularly for structurally complex projects.

- Familiarity with construction in emergency, fragile, or resource-constrained environments is highly desirable.
- Experience working with government counterparts, development partners, or international organisations is an asset.
- Proficiency in engineering and design software (e.g. AutoCAD, structural analysis tools) and standard office applications is required.

**Skills:**

- Demonstrated ability to analyse and resolve complex technical, operational, and stakeholder-related challenges, often under tight timelines and pressure.
- Strong capacity to initiate, manage, and adapt to change within multidisciplinary and diverse project environments.
- Excellent communication skills, with the ability to articulate technical concepts clearly and concisely in both written and oral forms for technical and non-technical audiences.
- Proven planning and organisational skills, including effective allocation of time and resources, risk anticipation, and incorporation of mitigation measures and contingencies into project plans.
- Ability to identify emerging technical needs, risks, and opportunities in construction projects, and propose practical and innovative solutions.
- Advanced knowledge of structural engineering principles and proficiency in the use of engineering software for structural analysis, simulation, and design validation.
- Strong understanding of modern construction technologies, materials, and industry best practices, including quality assurance and sustainability considerations.
- Comprehensive understanding of the full construction project lifecycle, from needs assessment and design through procurement, contract management, supervision, and project close-out.
- Solid knowledge of public procurement processes, contract administration, and the financial and legal aspects of construction project delivery.
- Familiarity with UNICEF programmes, standards, and procedures, including ethics, risk management, and compliance requirements in construction project.

**Language Requirements:**

Fluency in English is required. Knowledge of another official UN language or a local language is an asset.

**Core Values:**

Care, Respect, Integrity, Trust, Accountability, Sustainability (CRITAS)

**Core Competencies:**

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)

- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

**Functional Competencies**

- Leading and supervising (II)
- Formulating strategies and concepts (II)
- Analysing (II)
- Applying technical expertise (II)
- Planning and Organizing (II)
- Relating and networking (II)
- Coping with set-back and pressure (II)