

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Construction Site Engineering Consultant to provide roving technical supervision and monitoring support to *Fiji, Samoa, Tonga, Tuvalu & Kiribati*.

BACKGROUND

UNICEF Pacific WASH Programme supports government and partners to provide climate-resilient WASH infrastructure in communities, schools and health care facilities across Pacific Island countries and territories.

Currently, there are ongoing construction projects in Fiji, Solomon Islands, Kiribati, Micronesia, Vanuatu, Samoa and Tuvalu.

In view of this, UNICEF Pacific MCO, proposes to recruit a construction site engineering consultant, to provide construction quality assurance, and ensure alignment with relevant national construction codes and government guidance.

The main task will be to provide supportive technical supervision and monitoring of WASH facility construction and rehabilitation works in communities, schools and health facilities in Fiji, Samoa, Tuvalu & Kiribati.

OBJECTIVE / SCOPE OF WORK

1- Collaboration with UNICEF WASH section and Government counterparts to provide construction project supervision/management; Provide assistance to Programme sections through involvement in construction project proposals, planning, and preparation of relevant terms of reference; analyze the project context and suggest the appropriate implementation modality. In collaboration with the Government counterparts, develop and produce innovative cost-effective climate resilient construction designs using local construction materials; compile and update list of best practices in construction and building designs. Attend steering and technical cooperation meetings; prepare presentations on projects' progress; undertake site visits and follow-up actions in relation to project implementation and monitoring.

2- Provide WASH section with information on projects' quality assurance, progress, undertake appropriate actions to overcome technical obstacles; draft relevant sections of project reports required for management, annual reports, etc.

3- Preparation of design and technical documents: Prepare the scope of construction works based on Programme requirements, budget and site limitations; define deliverables and payment modality. Apply UNICEF and government norms and standards to construction projects, taking into consideration the local environment and available materials; verify if compliance with green building standards is required. Check technical documents related to construction (design drawings, technical specifications and bills of quantities); verify whether they are clear, complete and compliant to programmatic and construction needs, climate resilient, ecoefficiency and accessibility requirements; undertake the actions required to endorse these technical documents by relevant ministries. Follow up with the designing firms and government entities for obtaining all permits required for construction activities prior initiating works in various locations.

4- Monitoring of construction projects: Conduct the kick-off meeting of construction works with the construction company, the engineering firm and relevant government counterparts. Provide close monitoring on construction activities by undertaking regular site visits and conducting regular technical meetings including joint monitoring with relevant Government technical services; follow up progress for each activity per milestones and review site supervision reports to ensure work compliance with norms, standards, and timeline; verify quality and precautions on health and safety standards on ground. Use effective monitoring and supervision tools to ensure easily assessment of works quality, progress, and performance of engineering firms and construction companies during the entire duration of the project; apply multi-layered approach to construction supervision and quality assurance; use documented hold and inspection points, where applicable. Certify payments/variations and compile supporting documents; monitor construction expenditures and progress certificates; prepare and maintain relevant table for each construction activity. 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. Participate in the partial, substantial and final reception of works after verifying the correction of all defects during the defect liability period; prepare and issue relevant certificates. Draft Contract Performance Evaluation; provide support to UNICEF Contract Administrator on contract closeout in finance system; prepare the final completion report with the lessons learned for submission internally as necessary.

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEDULE PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT AMOUNT
1. Prepare/update construction annual workplan for Fiji, Kiribati, Samoa, Tuvalu, Tonga. Etc (approx 10 percent) 2. Support the preparation of design and technical documents and the procurement process (approx. 25 percent) 3. Monitoring of construction projects (approx. 65 percent) Provide close monitoring on construction activities on site and provide WASH section with weekly update on projects' progress, quality assurance etc.	1 Monthly progress report		
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	1 Monthly progress report		
TOTAL AMOUNT			
			TOTAL 100%

Monthly progress updates must include

- a. Construction work plan completed and updated for Fiji, Kiribati, Samoa, Tonga and Tuvalu
- b. Design and technical document prepared /completed every month
- c. Construction progress update in Gantt chart with 100 percent of construction activities completed in Fiji, Kiribati, Samoa completed by end of 2024 and 50 percent completed in Tuvalu.
- d. Recommendation to overcome obstacles
- e. Minutes of meeting etc.

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

Education

A university degree is required in civil engineering, construction engineering, architecture or other relevant area.

Experience

A minimum of five (5) years of relevant experience, at the national and/or international levels, in project management, site supervision, quality assurance and/or other directly-related technical fields is required. Understanding of development and humanitarian work. Emergency experience an advantage.

Languages

Fluency in English is required. Knowledge of another official UN language or national local language of the duty station is considered as an asset.

Skills

Ability to resolve difficult, complex and sensitive situations often under pressure;

Ability to initiate and manage change in a diverse environment;

Ability to clearly and concisely express ideas and concepts in written and oral form;

Ability to manage and monitor the effective use of resources;

Ability to supervise and direct a team of professional and support staff working on construction projects;

Ability to work strategically to realize organizational goals, develop strategies, set clear visions; Strong communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders;

Ability to identify and analyze systemic issues, formulate opinions and make conclusions and recommendations to resolve them; Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes;

Strong knowledge of latest developments and technology in construction industry; Strong understanding of construction project cycles, from programme needs assessment, through planning, procurement and contracting, monitoring the execution of work and evaluation of project outcomes; Strong overall knowledge and understanding of UNICEF programmes, public procurement principles, financial and legal aspects of construction issues, ethics and risk management of construction projects.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The assignment covers over 12 months 4 countries Fiji, Samoa, Tonga, Tuvalu & Kiribati, and requires extensive travel and site supervision within these countries (over 60% percent of time) with period at home/office to develop reports and planning activities. The base for this consultancy will be Suva, Fiji.

The consultant would report directly to the in-house Construction Engineer with technical oversight from respective WASH Specialists and the Chief of WASH .

ADMINISTRATIVE ISSUES

- Individuals engaged under a consultancy 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. Consultants 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 to ensure that the visa (applicable) and health insurance 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.
- No contract may commence unless the contract is signed by both UNICEF and the Consultant.
- The Consultant will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

GUIDANCE FOR APPLICANTS

Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:

- Monthly / Daily fees– based on the deliverables in the Terms of Reference above
- Travel (economy air ticket where applicable to take up assignment)
- Living allowance for duty station / Suva
- Miscellaneous- to cover visa, health insurance (including medical evacuation for international consultants), communications, and other costs.
- Travel outside of Suva duty station would be planned separately and re-imbursed based on actual cost of economy flights and living allowances will be paid based upon standard UN rates.