**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title**  International Consultant in the Management and Monitoring of Construction Projects | **Duty Station:**  **Bujumbura** | |
| **Purpose of Activity/Assignment:**  Support in the management and monitoring of construction projects with a focus on schools in accordance with deadlines and quality expectations | |
| **Scope of Work:**  UNICEF Burundi continues to support the Government of Burundi through the Ministry of Public Health and the Ministry of National Education to analyze the needs and implement the infrastructures programs required that will strengthen basic services and respond to emergencies, in line with sectoral plans and the emergency response plan.  Eight new communal hospitals will benefit an emergency construction of 24 isolation and hospitalization blocks by April 2022. It will improve the capacity to care for patients with contagious epidemies and Covid19 pandemic. And 234 new classrooms with equipment are to be completed by December 2022 in 34 hills. In addition, infrastructures construction are ongoing in pre-schools, in other basic schools and in some health centres of the country, including responses to humanitarian emergencies and climate change mitigation and adaptation.  UNICEF Burundi plans to recruit on (1) International Consultant to reinforce the Construction Unit and support in the implementation of construction projects with a focus school infrastructures and the improvement of construction project monitoring tools. Under the supervision of the Construction Manager, the Consultant will be in charge of the following key tasks :   * Support to the Construction Manager in the coordination, quality assurance of the feasibility studies and project design documents (APS, APD, DAO) elaborated by the Engineering offices in the framework of the 234 classrooms construction projects and other associated school infrastructures in partnership with the GPE; * Support to the Construction Manager in LTAs requests for the 234 classrooms construction projects (GPE fund) * Accompany the Construction Unit in the preparation and start of the construction for the 234 schools; * Update the Digital Mapping of ongoing construction projects for the year 2021/2022 according to the Construction Manager directives; * Develop and harmonize monitoring tools for construction projects and reinforce the capacity of the national staff as well as counterparts; * Collaborate with the Supply Unit and carry out the analysis of expression of interests received from Construction companies in order to update the list of companies according to their categories and level of qualification. This task will help in restricted consultation or in LTA contracts preparation if needed. | |
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| **Work Assignment Overview** | | |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline |  |
| Work plan | Providing the work plan | 2 weeks after the start date |
| Quality assurance of the feasibility studies and project design documents of construction projects | At least 3 meetings of coaching and follow-up with Engineering offices achieved and reported up to definitive version of call for bids document | March 2022 |
| Elaboration of the LTAs of the construction projects | At least 1 LTA request submitted to Supply Division and succeed | March 2022 |
| Support team to Kick-off construction works of the school infrastructures | 100% of GPE construction contracts signed and construction started on the field with monitoring tool implemented | May/June 2022 |
| Updating the Digital Mapping of ongoing construction projects for the year 2021/2022 as a monitoring tool | 100% of UNICEF construction projects mapped in GIS tools and approved by Construction Manager | February 2022 |
| Monitoring tools review | Proposition of monitoring tools revied | 1 month after started date |
| Monitoring tools finalized | Submission and dissemination of the finalized monitoring tools | In the 2 first month of the contract |
| Capacity building of the team and partners in monitoring | Minimum 2 sessions of sharing with the team and partners | In the 2 first month of the contract |
| Analyzing the pre-qualification documents of potential construction companies’ submissions received by UNICEF | A list of national construction companies classified by categories of qualification established and approved | February 2022 |
| Provide monthly update of construction progress and other milestones | Monthly progress report with Mapping | Before 5th day of the following month |
| **Total of 7 months of activities** |  |  |

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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| Bachelors  Masters  PhD  Other  Enter Disciplines :  Architecture, Construction Engineering or a relevant technical discipline | * A Master's Degree in Architecture, Engineering or a relevant technical discipline related to Design/Construction from a recognized University/Institution. * A Bachelor's Degree in any of the above disciplines with seven years of relevant work experience could be considered but will not prioritized. * A minimum of five (5) years experience working on construction project management and contractors’ coordination is required * Experience of working in the East Africa context is highly desirable. * Experience of working with the UN systems in similar function is highly desirable. * Proficiency with AutoCAD (or drafting equivalent software), GIS Software, and MS Project (or equivalent software), Excel, Word required, familiarity with other software programs is required. * Ability to work productively in a multi-cultural environment; willingness to travel and live in locations with difficult conditions is highly desirable. * A high level of interpersonal, management skills, integrity and ability to work with complex teams required. * Proven ability to work under pressure and meet tight deadlines with minimum supervision required. * Fluency in French is required. Knowledge of English is a strong asset. |
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