

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
School reconstruction and TLS installation monitoring	Grant: WBS: 6890/A/07/300/004/008	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Quelimane FO

**Purpose of Activity/Assignment:**  
To provide technical advice about, plan, monitor and supervise all ongoing construction projects in Zambezia provinces and beyond.

**Scope of Work:**  
Under the guidance and supervision of the Chief of Field Office Zambezia and with technical guidance of Education Officer(in Pemba), the consultant will provide technical advice on conformity with the approved construction designs, bills of quantities (BoQ)/drawings, and quality construction materials; elaborating on documentation and conducting tender processes; monitoring the progress of construction; perform quality control inspections; provide independent assessment for certification of completed works in Zambezia province based in Quelimane Field Office. The key purpose of the position is to provide the Section technical guidance and capacity in the activities of school resilient construction/rehabilitation and WASH facilities, including TLS installation. Ensure that all construction and rehabilitation work implemented directly or indirectly by UNICEF shall be in line with the organization's commitment toward Building Back Better strategy and Inclusive Education.

**TERMS OF REFERENCE OR WORK ASSIGNMENT:**  
The National Construction/Civil Engineer shall provide technical advice about, plan, monitor and supervise all ongoing construction projects in Zambezia province and beyond. Key tasks of the job include:

1-Preparation of construction annual workplan

- Prepare and collect information required for the annual work plan on regular activities, ongoing projects and others in the pipeline.

2-Collaboration with UNICEF Education and Operations and coordination with Government counterparts

- Provide technical support in matter of construction project management to Education and Operations sections; provide information to Education on construction related activities to include them in their RWP.
- Provide assistance to Education and Operations sections through involvement in construction project proposals, planning, and preparation of relevant terms of reference.
- Attend technical cooperation meetings; prepare PPT presentations on projects' progress; undertake follow-up actions in relation to project implementation and monitoring.
- Provide Education and Operations sections with information on projects' progress; undertake appropriate actions to overcome technical obstacles prepare reports on projects' progress.

3-Preparation of design and technical documents

- Draft the scope of construction works based on Education and Operations requirements, budget and site limitations; define deliverables and payment modality.
- Apply UNICEF norms and standards (child-friendly, accessibility, MOSS, MORSS, etc.) to construction projects, taking into consideration the local environment and available materials; verify if compliance with green building standards is required in coordination with DFAM Field Support Unit.
- 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, eco-efficiency 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.

4-Support to procurement process

- Assist Supply section in preparation of LPA requests and CRC submissions with supporting documents related to construction activities.

- Updated on regular basis the shortlist of potential construction companies and engineering firms available in the local market.
- Prepare tender documents in relation to construction works and engineering services; attend bidders' conference and present the technical components of the tender; draft answers on technical questions raised by the bidders during the tendering.
- Support Supply section in organizing bidders' conference and site visits; participate in the evaluation of technical proposals received and draft technical recommendation; if needed, provide support to Supply section on the analysis of financial proposals.

#### 5-Monitoring of construction projects

- Participate in 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.
- Certify payments/ variations and compile supporting documents; monitor construction expenditures and progress certificates; prepare and maintain relevant table for each construction activity.
- Provide assistance to UNICEF Contract Administrator on contract management, amendments, variations, duration extensions, applying liquidated damages, etc.; compile and archive project documents, minutes, correspondence, instructions, etc.
- Participate in the partial, substantial and final reception of works after verifying the correction of all defects during the DLP; prepare and issue relevant certificates.
- Prepare Contract Performance Evaluation; provide assistance to UNICEF Contract Administrator on contract close-out in VISION; draft the final completion report with the lessons learned.

#### Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

**Direct contact role** ☐ YES ☐ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

**Child data role** ☐ YES ☐ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2023	<b>Requesting Section/Issuing Office:</b> Education	<b>Reasons why consultancy cannot be done by staff:</b> Existing staff in Quelimane does not have the expertise in construction/engineering.	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: To support the Freddy Emergency response implementing the reconstruction works and TLS installation of GPE, JCU, KOICA, Korean Government grants and others			
<b>Consultant sourcing:</b>  <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Desk Review <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b>	<b>Start Date:</b>  01/08/2023	<b>End Date:</b>  31/01/2025	<b>Number of working Days</b>

Work Assignments Overview	Deliverables/Outputs	Timeline	Estimate Budget
Monitor the technical assessment conducted by UCEE to update the list of damaged schools and select the beneficiary schools Participation in the elaboration of the following ToR: <ul style="list-style-type: none"> <li>• TLS set up and installation of latrines</li> <li>• Classroom construction</li> <li>• Engineering Service for Supervision</li> </ul>	Updated list of damaged schools List of beneficiary schools All ToRs approved	End of month 2	
Participation in the tender process and technical evaluation of bidders	All contracts released (contracts signed)	End of month 4	
Coordination of beginning of works (TLS, latrines and classrooms) Preparation of trainings	Construction works started in all site (consignment document signed) PSEA and Resilient training conducted	End of month 6	

Monitor construction works including monthly meetings with contractor and supervision firm and jointly regular site meetings together with UCEE	Progress report - 50% execution TLS and latrines -20% execution classrooms	End of month 8	
Monitor construction works including monthly meetings with contractor and supervision firm and jointly regular site meetings together with UCEE	Progress report - 100% execution TLS and latrines -40% execution classrooms	End of month 10	
Monitor construction works including monthly meetings with contractor and supervision firm and jointly regular site meetings together with UCEE	Progress report -60% execution classrooms	End of month 12	
Monitor construction works including monthly meetings with contractor and supervision firm and jointly regular site meetings together with UCEE	Progress report -80% execution classrooms	End of month 14	
Monitor construction works including monthly meetings with contractor and supervision firm and jointly regular site meetings together with UCEE	Progress report -100% execution classrooms	End of month 16	
Monitor the completion of works. Satisfactory Works completion.	Final certification report Handover certificate signed	End of month 18	

<b>Estimated Consultancy fee</b>			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b> <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines  Architecture Civil engineering	<b>Knowledge/Expertise/Skills required:</b> Minimum of three years of professional work experience in construction Work experience in public building construction processes and projects, especially schools, with knowledge of procurement, supervision, management, programming and planning of works; Familiarity with requirement and process on procurement in the context of Mozambique in general and construction works in particular; Work experience with MINEDH and DPEs, NGOs and private companies on construction works Knowledge of housing/public building construction and reconstruction especially in flood, cyclone, earthquake and drought-prone areas; Familiarity with disaster risk reduction construction works and resilient infrastructures; ideally in school reconstruction and/or education in emergencies; Exposure to and work experience in small towns and rural areas, including public consultations, community involvement and the capacity to deal with local community representatives and builders. Ability to conduct assessment, surveys, interviews and technical training on the ground; Proficiency using relevant software (Excel, Word, Powerpoint), and medium technical expertise in using GIS application, 3D Modeling programs, CADs and ArcGIS.		
<b>Competitive Selection Criteria (for clarification see <a href="#">Guidance</a>)</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> A) Technical Evaluation (maximum 70 Points)  - Work experience in public building construction processes and projects, especially schools, with knowledge of procurement, supervision, management, programming and planning of works;  - Familiarity with requirement and process on procurement in the context of Mozambique in general and construction works in particular;  - Work experience with MINEDH and DPEs, NGOs and private companies on construction works  - Knowledge of housing/public building construction and reconstruction especially in flood, cyclone, earthquake and drought-prone areas;  - Familiarity with disaster risk reduction construction works and resilient infrastructures; ideally in school reconstruction and/or education in emergencies; </div> <div style="width: 48%;"> B) Financial Proposal (maximum of 30 Points) </div> </div>			
<b>Administrative details:</b>  Visa assistance required: <input type="checkbox"/>  <input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:		<b>If office based, seating arrangement identified:</b> <input checked="" type="checkbox"/> <b>IT and Communication equipment required:</b> <input checked="" type="checkbox"/> <b>Internet access required:</b> <input checked="" type="checkbox"/>	

<b>Request Authorised by Section Head</b>	<b>Request Verified by HR:</b>
<i>Approval of Chief of Operations (if Operations):</i>	<i>Approval of Deputy Representative (if Programme)</i>
_____	_____
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>	

<sup>1</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed 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

**In-country Travel.** *Requesting section to choose one option. To be deleted when bidding for lumpsum cost.*

Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

Option a. Air tickets to be purchased by the consultant from approved airlines and reimbursed by UNICEF; per diem at 75% of the applicable UN Mozambique DSA rate (for the whole night spent outside the place of assignment), on a reimbursable basis; taxi/transport costs to and from the airport, on a reimbursable basis supported by the submission of original invoice/bill/receipt. All reimbursables to be included in their respective invoices.

Option b. Travel organised by UNICEF through a Travel Authorization per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

**Text to be added to all TORs:**

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 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.

---