

TERMS OF REFERENCE

Job Title	Construction Manager
Supervisor Title / Level	Deputy Representative – Operations
Country / Duty Station	Zimbabwe Harare
Contract Type	Temporary Appointment
Duration	364 days (with possibility for extension.)
Job Level	P4
Application Close	20 May 2024

ORGANIZATIONAL CONTEXT

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias, or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic, and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education, and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

UNICEF Zimbabwe country Office is initiating a project to construct a new UNICEF Office Premises within the land that is owned by UNICEF at 6 Fairbridge Belgravia Harare. To fully manage the delivery of the project above and all other infrastructure projects, UNICEF wishes to recruit a competent and experienced Project Manager who is familiar with large building infrastructure projects, and will be directly responsible for the project planning, implementation, project budget control, risk mitigation, contracts and procurement, human resources, integration, communication, programme, and quality.

PURPOSE FOR THE JOB

Under the direct supervision and guidance of the Deputy Representative – Operations, the incumbent will be responsible for managing the Construction Unit and all construction activities for the premises project and other infrastructure activities in the Country Office. (School infrastructures, Health Centers, solar installation's etc.) and providing technical guidance to UNICEF Programmes/Operations on all construction and rehabilitation activities.

KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

Summary of key functions/accountabilities

- 1- Preparation of construction annual workplan
- 2- Collaboration with UNICEF Programmes/Operations and coordination with Government counterparts
- 3- Preparation of design and technical documents
- 4- Support to procurement process
- 5- Monitoring of construction projects

-
- 1- Preparation of construction workplan for the office premises project and other infrastructure projects.**
 - Develop the work plan, determine priorities/targets and performance measurements and monitor work progress to ensure that results are achieved according to schedule and performance standards.
 - Prepare a Preliminary Project Schedule to coordinate and integrate activities that will be undertaken by all parties, including the Design Consultancy firm, the Contractor and UNICEF. After discussions with all concerned parties this will be updated incorporating a Detailed Schedule for all project activities, including realistic sequences, duration, responsible entity etc....
 - Ensure compliance with UNICEF policies, criteria and procedures in the planning, design, procurement and execution of projects.

- Incorporate country-specific technical requirements into planning, design and construction phases of the projects, and ensure the implementation of green building technologies where appropriate and feasible.
- Lead the Project management team composed of different team members across the office, calling for meetings where necessary, updating the workplans, sharing meeting minutes, etc.... Ensure effective and efficient management of the Construction unit human and financial resources; ensure appropriate staffing deployment and timely recruitment according to project's needs.
- Supervise and coach unit staff; conduct weekly unit meetings; ensure clarity of roles and responsibilities. In collaboration with the Construction Unit in Supply Division and DFAM Field Support Unit, ensure knowledge sharing and learning is prioritized in order to continuously build capacity of individuals and the team.

2- Collaboration with UNICEF Programmes/Operations and coordination with Government counterparts for all infrastructure activities

- Lead the day-by-day discussions with all project actors and be directly responsible for contract management and technical matters vis à vis the Engineering and Design Consultancy firm(s) as well as with the contractor(s), unless otherwise indicated by the Steering Committee.
- Supervise and manage staff and/or the consultants' team both in terms of effective management of work time and distribution and prioritization of tasks, as well as overseeing the quality and conformance of the work produced.
- Contribute to business continuity, contingency planning and make the necessary recommendations.
- Liaise with government bodies, public groups, UN agencies and any others in order to coordinate with the multiple stakeholders.
- Liaise with local authorities to obtain necessary clearance for the implementation of the projects and to ensure co-ordination of activities throughout the project duration.
- Inform the steering committee in advance of any deviation from the original work-plan of the Design consultancy firm and the contractor, particularly variations which might impact on quality, cost and completion date. When variations to the project scope are requested by the client, the contractor or the consultancy firm, the Project Manager (PM) shall identify the time, cost, and quality risk implications of the requested change and provide advice on the most cost-effective option. No financial Delegation of authority for variations will be given to the Project Manager. All variations to the contracts will be managed in accordance with agreed instructions from the steering committee.
- Coordinate provision of technical backstopping and support to Programme/ Operations sections and Government counterparts in matter of construction project management; provide solutions to relevant issues; provide guidance to Programme sections in developing child-friendly community infrastructure development program proposals; ensure construction activities are incorporated in relevant Programme AWP.
- Coordinate with Programme/Operations sections through involvement of Construction Unit in construction project proposals, planning, and preparation of relevant terms of reference; analyze the project context and suggest the appropriate implementation and procurement modality.
- In collaboration with the Government counterparts, lead the process to develop and produce innovative cost-effective construction designs using local construction materials, based on best practices in construction and building design.
- Attend steering meetings and lead technical cooperation meetings; review PPT presentations on projects' progress; coordinate follow-up actions in relation to project implementation and monitoring.
- Ensure Programme/Operations sections are informed of projects' progress; suggest appropriate actions to overcome technical obstacles; review relevant sections of project reports required for donors, management, annual reports, etc.

3- Preparation of design and technical documents for infrastructure projects.

- Construction Manager will be responsible for timely completion and quality of all technical outcomes and deliverables by third-party design/supervision consultancies and construction contractors.
- Ensure scope of construction works are clearly envisaged to the requirements of Programme/ Operations, budget and site limitations.
- Advocate and ensure the application of UNICEF norms and standards (child-friendly, accessibility, eco-sustainability Security Risk Assessment etc.) to construction projects, taking into consideration the local environment and available materials; ensure compliance with green building standards, if required, in coordination with DFAM Field Support Unit.
- Ensure technical documents related to construction (design, drawings, technical specifications, and bills of

quantities) are clear and adherence to UN/UNICEF and national standards, complete and compliant to programmatic and construction needs, eco-efficiency and accessibility requirements; ensure endorsement of these technical documents by relevant ministries.

- Ensure cost estimates are accurate and based on national/local market rates for materials and labor.
 - Oversee the development of additional plans, including functional and technical design requirements for the purpose of design reporting and site lay-outs.
 - Conduct design review and recommend changes or alterations to designs as deemed necessary, specifically imploring value engineering to maintain functionality and quality, while reducing costs for specialized building components.
 - Ensure all permits required for construction activities are obtained prior initiating works.
-

4- Support to procurement process for office premises project and other infrastructure projects.

- Ensure LPA requests and CRC submissions with supporting documents related to construction activities are complete and clear for reviewing.
 - Set strategy to explore the local market and the availability of potential construction companies and engineering firms; advocate for establishing local Long-Term Arrangements for engineering services (design and site supervision) and review relevant terms of reference.
 - Ensure tender documents in relation to construction works and engineering services are complete and coherent; ensure clarity of technical information prepared for the bidders' conference; validate answers on technical questions raised by the bidders during the tendering.
 - Provide guidance to Supply section on organizing bidders' conference and site visits; organize and lead the evaluation of technical proposals received and review the evaluation report; provide support to Supply section on the analysis of financial proposals.
 - Prepare detailed tender packages for consultants, designers, specialists, and the contractor as necessary.
 - Oversee technical aspects of the procurement process through all stages including evaluation and award.
 - Participate and provide advice in Evaluation Panels for procurement services.
 - Prepare reports, including technical appraisals, contract documentation, reviews on the contractor's proposals and any other relevant reports.
 - Manage procurement processes for selection of suitable consultancies for support of the delivery of the projects for conducting studies, investigations, design, contract documents, site supervision, material testing etc....
 - Provide technical review and comment on project studies conducted by consultancy firms including site verification of geotechnical, topographical, environmental, ecological, and other studies as required.
-

5- Monitoring of construction projects

- Act as the Construction Project Manager in construction phase of the premises project by providing oversight of technical quality, schedules, and budget, as required.
- The Construction Manager will be responsible for day-to-day contract management/administration in consultation with the supply section and will advise the management on major contractual issues such as contractual variations and other key contractual issues.
- Ensure overall follow-up to construction activities by coordinating regular site visits and regular technical meetings including joint monitoring with relevant Government technical services; review monitoring and site supervision reports, minutes of technical meetings to ensure work compliance with norms, standards, and timeline, provide solutions on obstacles related to technical matters/project management; ensure minimum quality and precautions on health and safety standards are met on construction site.
- Ensure availability of effective monitoring and supervision tools, to enable the in-house engineers and engineering firms to easily assess the quality of works, progress, and performance of construction companies during the entire duration of the project; ensure multi-layered approach to construction supervision and quality assurance is applied; ensure documented hold and inspection points are used where applicable and take lead to release hold points.
- Coordinate certification of payments/ variations after verification; monitor overall construction expenditures and progress certificates; prepare and submit financial status reports on construction activities.
- Coordinate contract management for construction activities with Supply section in relation to amendments, variations, duration extensions, applying liquidated damages, etc. Ensure all documents/ information required for contract management are available, complete and properly archived.
- Organize and coordinate substantial and final reception of works after verifying the correction of all defects during the DLP; ensure reception of works is certified through the issuance of relevant certificates.
- Monitor safety performance of construction contractor, address contractual issues, and maintain a comprehensive system of site records related to construction project.

- Raise issues impacting budget to steering committee and make recommendations.
- Ensure that the construction methods and equipment used follow the international standards and requirements on quality, health, and safety.
- Periodically monitor risks in relation to project management and report on any actions taken.
- Review, evaluate and approve the planned construction methodologies by contractors.
- Establish and maintain project performance monitoring, evaluation and reporting up to project completion.
- Establish a comprehensive system for maintaining records including correspondence, survey data, inspection records, test data, site diaries, records of meetings, financial records, progress records, etc....
- Prepare and issue weekly and/or monthly reports, project completion reports and full report on final completion.
- Manage and maintain cash flow programmes, contract documents and payment process for contractors' services.
- Ensure that the engineering and design consultancy firms and the contractor(s) are held accountable for the structure till the end of Defect Liability Period.
- Organize final inspection of the premises and instruct the contractor(s) of any repair works to be done. Draft Final Completion Certificate based on satisfactory achievement of works. Ensure adequate procedure for closure of contracts with consultants and contractors.
- Produce a project closure report and evaluation of the construction company and the engineering firm.
- Ensure contract close-out in VISION along with completed Contract Performance Evaluation; review the final completion report with the lessons learned and submit to the Construction Unit (SD) and AMS/NYHQ as necessary.

IMPACTS OF RESULTS

The ability of the Construction Manager to successfully coordinate and prioritize activities, set strategies, manage and oversee the effective and efficient management of construction activities for UNICEF Programme/Operations, and directly impact on programmatic goals and results for children. This in turn contributes to maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of funds entrusted to the organization and to furthering UNICEF image as a competent organization for delivering cost effective and sustainable programme results for children.

COMPETENCIES AND LEVEL OF PROFICIENCY REQUIRED

For every Child, the incumbent demonstrates UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA) and core competencies in Communication, Working with People and Drive for Results.

Core competencies

- Nurtures, leads and manages people (II)
- Builds and maintains partnerships (III)
- Demonstrates self-awareness and ethical awareness (III)
- Drives to achieve impactful results (III)
- Innovates and embraces change (III)
- Thinks and acts strategically (III)
- Manages ambiguity and complexity (III)
- Works collaboratively with others (III)

Functional Competencies

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

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 financial and human resources.
- Ability to supervise and direct a team of professional and support staff.
- The ability to allocate appropriate time and resources for successful achievement of goals and foresee risks and

- allow for contingencies when planning.
- Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.
 - Ability to work strategically to realize organizational goals, develop strategies, set clear vision.
 - Advanced 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.
 - 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.
-

RECRUITMENT QUALIFICATIONS

Education

- An advanced university degree is required in civil engineering, construction engineering, architecture or other relevant area, or relevant first-level university degree (Bachelor's) in conjunction with a valid relevant professional certification is required.
- A first level university degree (Bachelor's) in a relevant technical field (as identified above), in conjunction with additional two (2) years of relevant work experience may be taken in lieu of an advanced university degree.

Experience

- A minimum of eight (8) 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, as well as in challenging development contexts with limited markets.

Languages

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