

# TA Requisition/TOR Form

(FOR Temporary Appointments)



## UNICEF-Cameroon: TERMS OF REFERENCE (TOR)

**Job Title and Level:**

**CONSTRUCTION SPECIALIST - P3**

**Section: EDUCATION**

**Duration: 01 November 2024 to 31 November 2025** with the possibility of extension subject to the availability of funds.

**Duty Station:** Yaounde

### 1. Purpose of Assignment & Justification:

Under the supervision of the Chief Education, the Construction Specialist will Provide top-quality leadership in the UNICEF construction unit to support the Government to increase the availability of child-friendly, safe, accessible, innovative, and green learning environments.

### 2. Indicative assignment dates:

**01 November 2024 to 31 November 2025**

### 3. Supervisor: Chief Education

### 4. Major duties and responsibilities: Fill in here key responsibilities

Provide top-quality leadership in the UNICEF construction unit to support the Government in increasing the availability of child-friendly, safe, accessible, innovative, and green learning environments.

Under the direct supervision of the Chief of Education and the technical support of the Chief WASH and Supply/Logistic Specialist based in Yaoundé, the incumbent will:

#### Percentage

#### Manage the construction unit, monitor and deliver results

40 %

- Provides budget analysis on the construction intervention of the AWP and reports every week to the Education Specialist in charge of Output 1 and the chief of the section. Anticipates risks and challenges, and transparently seeks solutions.
- Prepares tenders for construction companies and quality control supervising entities (Engineering Consultancy Firms)
- Conducts the technical evaluation of tendering process and supports the Supply section for the financial evaluation according to of tendering process.
- Liaises and coordinates with Supply to ensure accurate monitoring of the tendering process and submission of construction-related files to CRC and LPA requests to CPH.

	<ul style="list-style-type: none"> <li>• Prepares and monitor contract formalities and payment calendar of the fees of construction companies, and quality assurance supervision entities.</li> <li>• Conducts weekly remote meetings with field offices to monitor results, identify problems in advance, and solve bottlenecks.</li> <li>• Conducts weekly meetings with contractors to monitor progress</li> <li>• Conducts quarterly field visits to monitor that construction works are progressing and leading to results for children</li> </ul> <p>➔ <b>Innovate, Network, and build partnerships</b></p> <ul style="list-style-type: none"> <li>• Identifies strategies for promoting localization in the construction to build local capacities and foster educational opportunities for adolescent boys and girls, including those with disabilities.</li> <li>• Builds and sustains effective close working partnerships with relevant government counterparts, national construction companies, and quality assurance supervision entities and reinforces cooperation to achieve a more sustainable approach for construction in Cameroon.</li> </ul>
30%	<p>➔ <b>Build Capacities and create knowledge</b></p> <ul style="list-style-type: none"> <li>• Applies/introduces innovative approaches and good practices (i.e. green) in construction to build the capacity of government counterparts, national construction companies, and quality assurance supervision entities to improve the quality of the construction implementation programme.</li> <li>• Contributes to the development and implementation of Technical Guides and Manuals to ensure optimum maintenance of the UNICEF constructed infrastructure.</li> <li>• Contributes to donor reports, RAM, and visibility products.</li> </ul>
%30	<p>➔ <b>IMPACT OF RESULTS</b></p> <ul style="list-style-type: none"> <li>• The ability of the Construction Specialist to provide support to the Chief of Education, successfully plan, 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's image as a competent organization for delivering cost-effective and sustainable programme results for children.</li> </ul> <p>/representational/oversight missions.</p>
<p><b>6. Qualifications or specialized knowledge/experience/competencies required for the assignment:</b></p> <p>a) <b>EDUCATION</b></p> <p>b) Advanced degree in civil engineering, construction engineering/architecture.</p>	

**c) WORK EXPERIENCE**

- Minimum 5 years of progressively responsible relevant experience in the field of education infrastructures with either the UN and/or NGO. Experience in an emergency setting is strongly preferred.
- Resourcefulness, flexibility, and the ability to prioritize substantial amounts of work while under pressure.
- Good analytical, facilitation, communication, and presentation skills.
- Politically and culturally sensitive, aware of gender issues, with qualities of patience, tact, and diplomacy

**d) LANGUAGES**

Fluency in French and English (spoken and written) is required. Good written and spoken skills in the language of the humanitarian operation and knowledge of another UN language and assets.

**e) COMPETENCIES**

**The UNICEF competencies required for this post are...**

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)

Drives to achieve impactful results (1)

Manages ambiguity and complexity (1) are required.

**7. Submitted by :**

**Name and Title:** Sharmila Pillai, Chief Education

**Date:** **Signature:** \_\_\_\_\_

**Authorized by:** Deputy Representative \_\_\_\_\_

**8. Review & Endorsement:**

**1) Reviewed by Human Resources:**

**Mirabelle de Souza**

**Signature and Date:** \_\_\_\_\_

**9. Approved by: Representative:**

**Nadine Perrault**

**Signature and Date:**

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