

## TERMS OF REFERENCE

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|--------------------------|-------------------------------------|
| Job Title                | <b>Construction Manager</b>         |
| Supervisor Title / Level | <b>Supply/Logistics Manager, P4</b> |
| Country / Duty Station   | <b>Sudan/Khartoum</b>               |
| Contract Type            | <b>Temporary Appointment (TA)</b>   |
| Duration                 | <b>364 Days</b>                     |
| Job Level                | <b>P-4</b>                          |
| Application Close        |                                     |

## 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.

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## PURPOSE FOR THE JOB

Under the direct supervision and guidance of the Supply and Logistics Manager, the incumbent will be responsible for managing the Construction Unit and all construction activities in the Country Office (School infrastructures, Health Centers, etc.) and providing technical guidance to UNICEF Programmes/Operations on construction and rehabilitation activities.

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## 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

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### **1- Preparation of construction annual workplan**

- Develop the annual work plan for the Construction unit; determine priorities/targets and performance measurements and monitor work progress to ensure that results are achieved according to schedule and performance standards.
- 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.

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### **2- Collaboration with UNICEF Programmes/Operations and coordination with Government counterparts**

- 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.

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### **3- Preparation of design and technical documents**

- 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, MOSS, MORSS, 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 all permits required for construction activities are obtained prior initiating works.

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### **4- Support to procurement process**

- 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.

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### **5- Monitoring of construction projects**

- Organize the kick-off meeting of construction works in coordination with the construction company, the engineering firm and relevant government counterparts.
- 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.
- 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.

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## 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.

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## 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)

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## 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 visions.
- 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.

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## 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.

### Languages

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