

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Construction Engineer	Funding Code: Grant: WBS:	Type of engagement <input checked="" type="checkbox"/> Consultant (National) <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Freetown, Sierra Leone (including travel to districts)
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Background

There are sixteen district vaccine stores in all the sixteen districts in the country for storage of both routine and mass vaccination campaigns. Findings from recent cold chain assessment revealed that some of these stores are in a poor state of repairs and needs renovation and in some cases expansion for adequate storage of immunization supplies. To address this, the country developed and submitted a proposal to GAVI, and the proposal was approved with funding provided to construct three district vaccine stores (Kambia, Bonthe and Kenema), solarize two district vaccine stores (Bonthe and Kambia) and central EPI vaccine store in Freetown. In addition, the Health and Nutrition section with funding from the Global Fund and UNICEF ACT-O-SFF is in the process of constructing 7 plant houses for installation of PSA Oxygen plants in selected facilities across the country and several other projects to install solar power systems in Special Care Baby Units (SCBUs) in various hospitals

The UNICEF Health & Nutrition Section is recruiting a Construction Engineer, who will be responsible for managing these projects and provide general oversight and management for all the phases of these construction and solarization works in the districts and central EPI vaccine stores.

Purpose and objectives

Under the guidance of the Immunization Specialist and Chief of Health & Nutrition Section, the Construction Engineer will monitor progress and quality of the construction and solarization of three district vaccine stores (Kambia, Bonthe and Kenema) and the construction of oxygen plant houses. The consultant will engage with the third part construction supervision firm and contractors on a regular basis and provide on-site support to them as they complete their activities, while simultaneously liaising with the UNICEF Immunization Specialist, Chief of Health & Nutrition Section, EPI manager, MoHS engineers and supply sections in UNICEF Sierra Leone and headquarters to provide updates and troubleshoot as necessary.

Specific objectives include:

- Provision of technical oversight to UNICEF-supported construction works
- Enforcement of nationally recognized construction standards
- Quality assurance and compliance monitoring to ensure timely and quality completion of UNICEF-supported construction works

Methodology and Technical Approach

The Construction Engineer will be full-time and based in UNICEF Freetown with frequent travels to the field in line with work plans and deliverables. The incumbent will work under the supervision of the Immunization Specialist, with support from the Chief of Health & Nutrition Section and Supply colleagues at Country offices and Supply Division. Specific Tasks for the Consultant

Activities, Tasks, Outputs and Deliverables

Deliverable 1: Report on proposed building plans selection process and Government approval for each site

Key activities related to Deliverable 1:

- Responsible for the overall supervision/coordination of all construction activities with special focus on project and contract management.
- Act as advisor to the UNICEF Procurement Unit and Contracts Review Committee (CRC) in the selection of local technical partners and contractors.
- Review and verify proposed building plans for technical soundness, environmental and sustainability considerations; ensure final drawings and BOQs are approved by UNICEF and MoHS; and final sites are formally handed over by MoHS to the contractor with proper documentation before works begin.
- Ensure proposed works are approved by relevant government authorities prior to commencement of works and compliance with the Sierra Leone national construction codes and MoHS minimum standards for establishing district vaccine stores.
- As needed ensure the contractor understands the contents and intents of the Construction Contract Documents, such as the working drawings, specifications and general conditions.

Deliverable 2: Availability of filing system for all site memos and instructions, measured quantities of work, and material on site, reports, and other documents and correspondence pertaining to the construction activities (updated monthly)

Key activities related to Deliverable 2:

- Ensure detailed records are kept of all construction activities, enabling real-time tracking of construction progress.
- Check and approve material and equipment incorporated in the works, ensuring compliance with designs, specification, and safety regulations. Manage allocated resources at all levels during the construction period and supervise responsible partner in charge of quality assurance
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- Maintain a filing system for all site memos and instructions, measured quantities of work and material on site, reports, and other documents and correspondence pertaining to the construction activities

Deliverable 3: Quality assurance and compliance monitoring work plan

Key activities related to Deliverable 3:

- Develop work plan for the implementation of quality assurance strategy and monitor compliance to ensure objectives and targets are met and achieved.

Deliverable 4: 12 monthly quality assurance and compliance monitoring reports

Key activities related to Deliverable 4:

- Visit each active construction site at least once every month); site visits should be timed to coincide with significant construction activities, foundation excavation completion, steel fixing and formwork inspection, concrete pouring, roof structure inspection and formwork striking.
- Monitoring, verification, and certification of construction works, working closely with the construction monitoring team comprising UNICEF and MoHS engineers and other district level

partners by deploying the latest construction management principles and make recommendation to UNICEF on all claims of the Contractor(s) relating to the execution and progress of the work, such as progress payments, variation orders, contract time extensions and suspensions

- The Construction Engineer shall keep UNICEF informed of defects and deficiencies in the work of contractors and shall condemn work found failing to conform with the Contract Documents, Annexes or Special Provisions of the Construction Contract, if any, and decisions of UNICEF as conveyed
- Identify any delays or cost overruns and ensure timely reporting to UNICEF supervisor with suggestions of acceptable mitigating measures.
- Assist in the review and evaluation of the technical, institutional and financial feasibility and constraints of the project in coordination and collaboration with government and other partners.
- Arrange and conduct of regular site meeting with the contractor/s and submit site meeting reports to Immunization Specialist within 5 working days of the meeting, this includes ensuring weekly and monthly progress reports are prepared and submitted to detailing the following:
 - Site construction progress (percentage completed) and compared to the baseline (original) program.
 - Current payment certification status.
 - Current forecast completion date.
 - Resources being provided by contractors.
 - Current or anticipated problems and proposed solutions including likely deviations from timing and costing plans
 - Quality and efficiency of supervision set up.
 - Variation orders issued (from the original scope of works) with cost, time and quality reporting elements.
 - Other tasks as requested.

Deliverable 5: Report on implementation progress and lesson learned for construction workers for each donor report

Key activities related to Deliverable 5:

- Ensure lessons learnt are incorporated into design and construction process before initiating the next phase of the construction.
- Produce narrative reports on implementation progress and lessons learnt for use as inputs into donor reports and disseminated to MoHS and DHMTs, this includes documenting of lessons learned in the construction works for sharing with the UNICEF global Construction Unit, Supply Division, and wider dissemination.

Payment schedule

The fees for the consultant will be processed by UNICEF with submission of his monthly deliverables certified by the supervisor

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](#)

Budget Year: 2023-2024	Requesting Section/Issuing Office: <i>Health and Nutrition Section</i>	Reasons why consultancy cannot be done by staff: Given the limited country office capacity in construction works, a construction engineer would be required to oversee the development, design, construction and solarization of the district vaccine stores and oxygen plant houses. In addition, the UNICEF supply Section has also recommended the hiring of a full-time construction Engineer to oversee this project from start to completion. In support of this, the Construction Engineer will provide full time support over the period of the construction work as part of UNICEF's technical support and oversight of the construction work in collaboration with Ministry of Health & Sanitation. .	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> please justify: This position is included in the annual work plan and will be funded by the FCDO Saving Lives Grant and Regular Resources			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New Consultancy <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: N/A			
Supervisor: Baboucarr Boye, Immunization Specialist	Start Date: 1 st July 2023	End Date: 30 th June 2024	Number of Days (working): 345 days (11.5 months)

* Expected timelines for completion are estimated and may vary depending on progress

Estimated Consultancy fee			
Travel International (if applicable)	-		
Permit/Visa	-		
DSA (if applicable)	-		
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Minimum of bachelor's degree in Civil Engineering, Construction Engineering, Architecture, or related Building Sciences; in one or more of the disciplines relevant to the following areas: Architecture, Civil Engineering, Industrial design or any Science and Social Sciences fields relevant to Construction and design in conjunction with a valid relevant professional certification</p>	<p>Knowledge/Expertise/Skills required:</p> <p>Experience</p> <ul style="list-style-type: none"> • At least 2 years of relevant construction or engineering experience at national level, preferable in the health and related sectors • Experience in the design, and management development projects, with working with local communities. • Have good initiative and ability to apply technical knowledge creatively to ensure conflicts and disputes are resolved between contractors and beneficiaries. • demonstrate the ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization. • Excellent interpersonal skills and demonstrated ability to plan and organize work to deliver results. • Excellent understanding of design and construction quality assurance processes; codes, procedures and standards. • Have a good understanding of the Sierra Leonean construction context especially with regards to availability of both imported and local materials; topography as it affects construction design and timelines is essential. • Experience working in the UN or other international development organization an asset. <p>Skills required</p> <ul style="list-style-type: none"> • Fluency in English, verbal and written required. An understanding of Krio is an advantage. • Have good analytical and writing skills and fluency in English and local languages of any of the targeted districts • Have computer skills, including internet navigation and various office applications, including knowledge of AutoCAD and MIS/GIS applications 		

Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: N/A	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>
Request Authorised by Section Head:	Request Verified by HR:
<p><i>Approval of Chief of Operations (if Operations):</i> _____ <i>Approval of Deputy Representative (if Programme)</i> _____</p> <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>	

ⁱ 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

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.